Event Title:

Event Date:

Budget: (check the working budget on the webpage to find this)

Where to Start:

1) **Get in touch with our Communication Co-Chairs to help make your event a success. Please fill out this Google Form at least 3 weeks before your event to let them know your needs for: volunteers, payment/registration, social media/fox facts/flyers, etc.**

Volunteer Needs

Volunteer type (adult or student)	Number	Instructions for Role

2) **Building needs for an event at Meadowview:**

- Email the principal and cc the Meadowview PTO email and VP with date(s) and times once you have the date for the event.
- Share what you will need the school to provide or set up for the event. IE: Tables, chairs, etc.
- Having the doors unlocked at a certain time

If you would rather use a spreadsheet to organize your event details, please link it here:

Activity	Details if needed	Cost and Provider	Who is doing this?	Should we do this again next year?
Contact the				

Principal for needs				

Links to any flyers or other planning documents:

Take Aways from the event (positives/challenges):

Future Needs:

How our budget was spent:
Google Form to turn in receipts for reimbursement

Items	**Cost**
	Total: