

**Buckeye Elementary PTO  
Event / Program Form**

**Instructions:**

An event / program form must be completed for all PTO activities by the applicable coordinator . For ongoing activities, like Market Day, a form should be completed once per year. Fill in only the sections that are relevant to the event being documented. To add a new row to a section, place the cursor in the last row of the section. Click on Table => Insert => Rows Below. Repeat as needed.

The event / program form must be submitted to the coordinator’s team leader within 30 days after the event or by May 31<sup>st</sup> for ongoing programs.

**Event / Program Information**

Name:	
Description:	
Date Last Held:	
Frequency:	
Revenue:	

**Location – At School**

Room Used:	
Permissions Needed (Forms):	
Special Requests:	
Cost:	

**Location - Other**

Name & Address:	
Contact Name & Phone #:	
Special Requests:	
Cost:	

**Equipment / Furniture**

Description	Provided By / Purchased From	Contact / Phone #	Quantity	Cost

**Food / Beverages**

Description	Provided By / Purchased From	Contact / Phone #	Quantity	Cost

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**Entertainment / Activities**

Description	Vendor Name & Address	Contact / Phone #	Cost

**Decorations**

Description (include placement)	Provided By / Purchased From	Contact / Phone #	Quantity	Cost

**Volunteers**

Task	When Task Was Done	#Volunteers

**Advertisements**

Description	Prepared By	Approved By	File Name & Location

**Timeline**

Activity	# Days/Weeks Prior To Event	Completed By

**Notes/Tips/Suggestions**

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Completed By \_\_\_\_\_

Date \_\_\_\_\_

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