Cuthbertson Middle School PTSO Event Planning Form

Form is required for all events, selling, etc. at school and MUST be turned in at least 3 weeks prior for approval.

Event Name	
Event Contact	
Event Phone	
Contact Email	

Date(s)	Start Time	End Time

Set -Up Date:	**Set -Up Time:**
Tear-Down Date:	**Tear-Down Time:**

Location in School:

School Resources:

Overview of Event:

Schematic of Event Layout & Flow of Traffic: *(Use back of sheet if necessary.)*

Submitted by: **Date Submitted:**

PTSO President Sign-Off & forward to Administration:

Administration: Please provide any recommended changes for event plan below to PTSO Pres. by:

Notes or Recommended Changes by Administration: