

Ward Elementary PTA

Pre-Event Details

Event Name:

Committee Chairs:

Date of Event:

Projected revenue (if any)

Projected expenses:

Start date:

Projected time to complete:

Key steps needed to achieve a successful event:

- 1.
- 2.
- 3.

Specific approvals required and date approvals needed (if any):

- 1.
- 2.
- 3.

Number of volunteers needed:

Key contact people (include email):

Please use a sign in sheet for volunteers, parents, if necessary. E-mail or attach* sign in sheet with this document.

**Note: you can take a picture of sign in sheet.*

Submit by Email to: wardptapresident@gmail.com