

**Prairie Lane PTO  
Project/Event Proposal Form**

Project/Event Title: \_\_\_\_\_

Proposed Project Chairperson: \_\_\_\_\_

Chairperson Contact Information: (Email): \_\_\_\_\_ Phone: \_\_\_\_\_

Description of the Event:

Event Type:

\_\_\_\_\_ Fundraiser                      \_\_\_\_\_ Community Service Project

\_\_\_\_\_ Free Family Event              \_\_\_\_\_ Other

If this event is a fundraiser, please specify how the funds raised will be used.

Proposed Date and Time (please also specify time frame – i.e. 6-8 pm)

Estimated budget for the event: (consider food, decorations, supplies, copying/paper for flyers)

Resources needed (consider the location, volunteers for planning the event, volunteers for running the event, clean-up).

Submitted by: (Name – Please Print): \_\_\_\_\_

Date Submitted: \_\_\_\_\_