

# DMCS PTO EVENT PLANNING FORM

**COMMITTEE:** \_\_\_\_\_

**PERSON IN CHARGE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**NAME OF EVENT:**

\_\_\_\_\_

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**LOCATION:**

\_\_\_\_\_

**BRIEF DESCRIPTION OF EVENT:**

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**LIST THE SPECIFIC STEPS TO BRING THIS PROJECT  
TO A SUCCESSFUL COMPLETION.**

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**WHAT SPECIFIC MATERIALS, SUPPLIES, AND RESOURCES WILL BE REQUIRED?**

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**NUMBER OF VOLUNTEERS NEEDED AND YOUR PLAN TO RECRUIT THEM.**

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**POSSIBLE RECRUITMENT IDEAS:**

- EMAIL A DESCRIPTION OF YOUR VOLUNTEER NEEDS TO THE DMCS PTO SECRETARY OR VOLUNTEER COORDINATOR FOR POSTING IN THE DRAGONFLY DIGEST, ON THE PTO WEBSITE AND TO SEND TO THE DMCS PTO MEMBERS AT LARGE.
- ASK COMMITTEE MEMBERS TO RECRUIT OTHER PARENTS.

**GETTING THE WORD OUT – HOW DO YOU PLAN TO ADVERTISE THE EVENT?**

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**THERE ARE SEVERAL WAYS TO GET THE WORD OUT ABOUT YOUR EVENT:**

- FLYERS AND POSTERS
- EMAIL AN EVENT DESCRIPTION TO THE DMCS SECRETARY TO PROMOTE YOUR EVENT IN THE DRAGONFLY DIGEST AND ON THE PTO WEBSITE.
- PLACE COPIES OF YOUR FLYER OR POSTER ON THE BULLETIN BOARD IN THE DMCS OFFICE.
- IF YOU WOULD LIKE YOUR EVENT POSTED ON THE SCHOOL SIGN (THE SIGN OUTSIDE IN FRONT OF THE SCHOOL), CONTACT THE DMCS OFFICE FOR APPROVAL.
- SHOWCASES/BULLETIN BOARDS: CONTACT THE DMCS OFFICE TO REQUEST AND RESERVE A SPACE.

**PRINTING MATERIALS**

- COPY MACHINE ETIQUETTE – THE PTO CAN USE THE COPY MACHINE IN THE DMCS OFFICE. ALWAYS YIELD TO TEACHERS AND STAFF. YOU WILL NEED TO BRING YOUR OWN PAPER (BOTH WHITE AND COLORED).

**PROPOSED BUDGET INDICATING ALL ANTICIPATED EXPENSES** (ATTACH ADDITIONAL PAGE, IF NECESSARY).

ITEM	COST	NOTES
<b>TOTAL ANTICIPATED EXPENSES:</b>	\$	