

Ada Merritt Elementary
PTA Event Proposal Form

Event Name: _____

Proposed Date(s)/Time(s): _____

Brief Description of Event: _____

Does this benefit the entire student body equally and if not which group benefits?

YOUR NAME (and, if not you, name/contact info of Proposed Chairperson):

(phone): _____ (email): _____

ALL ANTICIPATED COSTS TO BE INCURRED (use back of form if necessary):

<u>ITEM DESCRIPTION</u>	<u>Quantity</u>		<u>Cost</u>		<u>Subtotal</u>
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____

TOTAL ANTICIPATED EXPENSES \$ _____

ANTICIPATED REVENUES (detail projected sources and amounts on

reverse of this form if necessary): _____

Date Submitted: _____ **Received By** _____