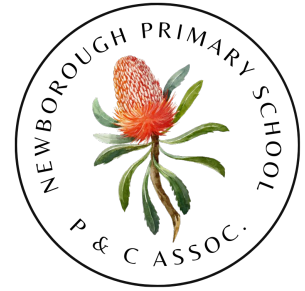


P&C Event Proposal Form



Please complete this form and send to the P&C secretary for inclusion at the next P&C meeting.

Event Overview

Event Name

Date and Time

Venue/ Location

Number of Attendees

Amount Required

Prepared By

Date:

Event Description

Brief Description

Objectives- What are you trying to achieve by hosting this event? List 3

- 1.
- 2.
- 3.

P&C Event Proposal Form

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Benefits- Does your event align with our school community values? List 3 ways the event encourages engagement?

- 1.
- 2.
- 3.

Proposed Program

	Start Time	End Time	Location & Activity
Set Up			
Event			
Event Activity			
Pack Up			
Lock Up			

Important Information

- Is the event on-school or off-school grounds?
- Is school equipment / access required?
- List foreseeable risks.
- List cost estimates.

Outcome

P&C Meeting Vote: Approved / Not Approved

P&C Executive Committee Vote: Approved / Not Approved / Not Applicable

Principal: Approved / Not Approved / Not Applicable

This event proposal requires more information to be supplied: Yes / No

Event Proposal (pending completion of required documentation and risk assessment): Passed / Rejected / Re-submit