

Lakeview Family Activity/Event Proposal Application

(Must be submitted to the PTO for approval a minimum of 1 month before holding the event. You can present this at a monthly meeting, turn it in to the PTO mailbox in the office or email answers to the PTO President)

Your Name(s): _____ Contact Info.: _____

1. What type of event/activity is being proposed? Why-purpose?

2. Who would be responsible for organizing/monitoring the activity/event?

3. Who would be involved in the activity?

4. When would the activity/event be held (time/date)?

5. Where would the activity/event be held?

6. What materials are needed for the activity/event?

7. How would you communicate information about the activity/event?

8. Cost of the activity, if any?

9. If approved, describe how you would begin to start organizing for the activity/event.