

**ALL SAINTS CATHOLIC SCHOOL
PARENT NETWORK**

A new name with a renewed purpose

EVENT PLAN FORM

Better plans mean less approvals needed later. All Event Plans and the budgeted amounts needed, are to be presented to the Board by the applicable Event Commission a minimum of two meetings prior to the event date.

June 3, 2009

EVENT NAME: _____
DATE: _____
TIME: _____
LOCATION: _____
EVENT COORDINATOR/COMMISSION: _____
ADDRESS(ES): _____
PHONE NUMBER(S): _____
EMAIL(S): _____

OVERALL PURPOSE OF THE EVENT (check one):

- Community Service Event
- School Service Event
- Fundraiser

PLANNING/PROCEDURES OF THE EVENT:

Attachments:

- **Please include lists of volunteers with phone numbers and/or emails or how many you will need.**
- **Breakdown what and when you need volunteers and for what duties.**
- **If donations will be requested, list items, donor and/or business name, address, phone number and contact name.**
- **Include any sample flyers that will be used, correspondence, samples of letters, etc.**
- **Marketing plan- work with Secretary & assistant**
- **Adding of things to the Website once the Event Plan ready to go and approved by the Board**
- **Treasurer Plan-when you need change and how much, checks, etc.**
- **Total budget requested for the event. Breakdown costs and quantities of items (i.e. paper plates, cups, pop).**
- **Projected income of event listed by what specific things for the event**