



## PTA Plan of Work

Please complete to submit preliminary budget request or for a new PTA sponsored activity/program. Completed form will be reviewed by Elected PTA Board and presented to PTA Membership. All ideas are welcome!

Date: \_\_\_\_\_

Activity Date and Time: \_\_\_\_\_

Committee: \_\_\_\_\_

Activity/Program: \_\_\_\_\_

Who will coordinate this activity/program? \_\_\_\_\_

Cost: \_\_\_\_\_

Approximate Profit: \_\_\_\_\_

How many people are needed to run the event? \_\_\_\_\_

Who will be impacted by this activity/program: \_\_\_\_\_

Activity/Program Overview: \_\_\_\_\_

List each job needed with number of people needed:

List materials with approximate cost and where to find them:

Timeline (when should each job be done and how far before activity/program during after):

Other important information: