

## IVY HILL PTA ACTIVITY/EVENT PLANNING AND OFFICE REQUEST FORM

Please complete the information column below. After receiving approval from PTA presidents, send to Sheila ([scrowley@sd25.org](mailto:scrowley@sd25.org)) or Kim ([kmullan@sd25.org](mailto:kmullan@sd25.org)).

	<b>INFORMATION</b>
<b>TODAY'S DATE</b>	
<b>NAME OF ACTIVITY</b>	
<b>DATE OF ACTIVITY</b>	
<b>TIME OF ACTIVITY</b>	
<b>INFORMATIONAL FLYER</b> (if required, please send to office for approval, minimum of 2 weeks prior)	
<b>PERMISSION SLIP</b> (if required, please send to office for approval, minimum of 2 weeks prior)	
<b>DATE FLYER/PERMISSION SLIP TO BE SENT HOME</b> (make copies and sort for office, deliver to office 3 days before "send home" date)	
<b>COLLECTION DATE RANGE</b> (flyers, permission slips, etc.)	

<b>AREA REQUESTED</b> (must complete a Set Up Form if chairs and tables are needed)	
<b>ADDITIONAL CONTACT INFO</b> (3 <sup>rd</sup> party email, phone)	
<b>CLEAN UP DATE</b> (all boxes, posters, etc. removed)	
<b>SUBMITTED BY</b> (all committee members and emails/phone)	
<b>ADDITIONAL SPECIAL REQUIREMENTS</b>	

**FOR OFFICE USE ONLY:**

Initial Date Received: \_\_\_\_\_

Signed: \_\_\_\_\_