

SRTMS PTA EVENT PLANNING WORKSHEET

Name of Event/Committee: _____

Primary Event Information

Contact information:

Chairperson(s)	
PTA VP	Date
Location	Time

Planning Committee Members

Name	Email Address	Phone Number
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Volunteers

Name	Email Address	Phone Number
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

(Add additional sheet, if needed)