



## **PTA EVENT BOOKING FORM**

ONCE YOU HAVE DECIDED ON YOUR EVENT, PLEASE COMPLETE THE FORM BELOW AND EMAIL/DISCUSS THIS WITH KERRY EDWARDS (TIMKER@BTINTERNET.COM) BEFORE IT IS SUBMITTED TO THE OFFICE FOR FINAL APPROVAL. PLEASE NOTE, UNTIL YOU HAVE RECEIVED FINAL APPROVAL FROM THE SCHOOL, PLEASE DO NOT COMMIT YOURSELF (OR ANY COSTS) TO YOUR EVENT.

ONCE YOU HAVE FINISHED YOUR EVENT, PLEASE COMPLETE THE 'PTA EVENT COMPLETION FORM' AND SUBMIT THE MONEY RAISED AND ANY RECEIPTS TO BE REIMBURSED TO THE LYNNE THOMAS (TREASURER) DIRECTLY (LYNNETHOMAS70@AOL.COM) OR TO THE SCHOOL OFFICE.

**Class # hosting the event:**

**Name of the event:**

**Proposed date for the event:**

PLEASE NOTE: This will be checked against the school diary to ensure it doesn't clash with any other events.

**Detailed account of any costs involved:**

E.G. Deposit, purchase of items in advance etc.

**Are any additional people required to host your event?**

E.G Teachers, Teaching Assistants etc.

**Any additional requirements to host your event?**

E.G Location in the school etc.

**Signed by Class Rep:**