

# RuckerElementary PTO Event Plan of Work



Event Planning

Event : \_\_\_\_\_

Committee: \_\_\_\_\_  
 Chair: \_\_\_\_\_  
 Co-Chair: \_\_\_\_\_

Date \_\_\_\_\_  
 Time \_\_\_\_\_  
 Location \_\_\_\_\_

 Social Media Posts:  
 Date: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date: \_\_\_\_\_

DELEGATE	TASK	ASSIGNED TO:	DEADLINE:

All Meeting Dates: \_\_\_\_\_

Volunteers: \_\_\_\_\_

*Expenses:*

	<i>Cost:</i>
○ _____	_____
○ _____	_____
○ _____	_____
○ _____	_____
○ _____	_____
○ _____	_____
○ _____	_____
○ _____	_____
○ _____	_____
○ _____	_____

*Donated Items:*

○ _____
○ _____
○ _____
○ _____
○ _____
○ _____
○ _____
○ _____
○ _____
○ _____

Reimbursement Form   
 Check Request Form   
 \_\_\_\_\_   
 \_\_\_\_\_   
 \_\_\_\_\_

**BUDGET:**

\_\_\_\_\_

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Ticket Price: Tickets Sold: \_\_\_\_\_

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Raffle/Auction Tickets Price: Total : \_\_\_\_\_

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Monetary Donations: \_\_\_\_\_

**Total Expenses:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Total Income:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Profit:**

\_\_\_\_\_

Notes

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# POST EVENT REVIEW



*This worked well: This didn't work:*

A large, solid yellow rectangular area intended for handwritten notes or observations.

Notes for next year:

Important: