



# Patriot Oaks Academy PTO

## Event Plan

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Time (start/end): \_\_\_\_\_ Requested Setup Time: \_\_\_\_\_

Event Chair: \_\_\_\_\_ Board Sponsor: \_\_\_\_\_

Chair Contact Info: \_\_\_\_\_ Sponsor Contact Info: \_\_\_\_\_

Equipment Requested (Check items needed and write in quantity needed):

- |                                                                          |                                                               |
|--------------------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Tables [    ]                                   | <input type="checkbox"/> Chairs [    ]                        |
| <input type="checkbox"/> AV Cords [    ]                                 | <input type="checkbox"/> Projection Screens [    ]            |
| <input type="checkbox"/> Trash Cans [    ]                               | <input type="checkbox"/> Extension Cords [    ]               |
| <input type="checkbox"/> School Laptops (Near electrical outlets) [    ] | <input type="checkbox"/> Kitchen [List specific items below]: |
| <input type="checkbox"/> Projectors [    ]                               | _____                                                         |

Event Location within School grounds: (List all rooms/areas in school intended for Event use.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(\* Please keep in mind that Extended Day uses Cafetorium, Media Room, 200 and 300 Halls from 6:30 a.m.—8:00 a.m. and again from 2:50 p.m.—6:30 p.m. on Monday—Friday when school is in session.)

Include drawing of equipment/room layout here and/or notes for Mr. Davis. (Use back for add'l space.)

**PTO PRESIDENT SIGNATURE:** \_\_\_\_\_

Please fill out Event Plan Form **at least one week prior to your Event** and **submit to PTO President for Signature**. PTO President will deliver form to the appropriate school staff depending on Event needs: Mr. Larry Davis (Maintenance Coordinator: [Lawrence.Davis@stjohns.k12.fl.us](mailto:Lawrence.Davis@stjohns.k12.fl.us)). **\*\* If requesting use of kitchen facilities, please ensure that clearance has been received PRIOR to filling out and submitting this form.**