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):

- ☐ Tables [ ]
- ☐ AV Cords [ ]
- ☐ Trash Cans [ ]
- ☐ School Laptops (Near electrical outlets) [ ]
- ☐ Projectors [ ]
- ☐ Projection Screens [ ]
- ☐ Chairs [ ]
- ☐ Extension Cords [ ]
- ☐ Custodial Staff [ ]
- ☐ Other Maintenance Items:
- ☐ Kitchen [List specific items below]:

_____

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

_____ _____

_____ _____

_____ _____

(Please keep in mind that Extended Day uses Cafeteria, Media Room, 200 and 300 Halls from 6:30 am – 8:00 am and again from 2:50 pm – 6:30 pm 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: _____ ADMIN SIGNATURE: _____

Please fill out Event Plan Form **at least three weeks 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). ***If requesting use of kitchen facilities, please ensure that clearance has been received PRIOR to filling out and submitting this form.*

Revised, August 2018