



MCES PTO Event Planning Sheet

Title of Event: _____ Chairperson: _____

Date: _____ Time: _____ Location: _____

Budget: _____

Number of Participants Expected: _____ Number of Volunteer Needed: _____

Participant Reservations Needed: _____ Date Sent: _____

Supplies needed:

Planning:

Chairperson Notes:

Total Revenue: _____ - Total Expenses: _____ = Profit: _____