



PTG Event Planning Form

Name of Event:

Suggested Date of Event:

Estimated Budget:

Approved Budget:

Location of Event:

Time of Event:

Committee Chairperson(s) responsible:

Please provide a description of the event and/or list the planned activities:

Staff/Facility Involvement in Event:

How event will be advertised:

Other committees involved:

Submitted By:

Date:

Liaison:

Date:

Approved By:

Date: