

# Dent-Phelps R-3 School Event Planning Worksheet

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

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Location: \_\_\_\_\_

Chairperson(s): \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please return the top portion of this form to the office as soon as possible. All events scheduled must be approved by the principal before they are put on the calendar.

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

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Additional items to consider:

- **Fliers** – Do you need to send one home? When does it need to be sent out?
- **Permission Slips** – Do you need one?
- **Newspaper Ad or Article** – Fill out form on back to submit to *The Salem News*. Indicate whether or not you need to schedule a photographer and the date/time. Also consider submitting an article for the school newsletter, *The Bobcat News*.
- **Photos** – Always take pictures!! The digital camera is available for use at any school event and pictures can then be used on the web site and in the newsletter.
- **Video Taping** - The video camera is also available for use at any school event. Please reserve in advance so that we can make sure we have blank tapes on hand.
- **Volunteers** – Do you need any? Do you need to put up a Sign Up sheet?
- **Supplies** – Do you need to purchase or order supplies, decorations, etc. Be sure to fill out a requisition form and order form ahead of time.

Town \_\_\_\_\_

## Looking Ahead

The Salem News will publish, on a space available basis, information on upcoming events. The deadline for Tuesday's paper is the Friday before publication. Thursday's paper deadline is Tuesday.

Name of person submitting notice \_\_\_\_\_ Phone \_\_\_\_\_

Name of organization \_\_\_\_\_

Meeting time \_\_\_\_\_

Meeting date \_\_\_\_\_

Meeting place \_\_\_\_\_

Program or purpose of meeting \_\_\_\_\_

[illegible]