

**Westminster PTO
2017-2018
Event Proposal Questionnaire**

Got a new idea for the PTO? We'd love to hear about it...

- 1. Description of the event and how it would run**
- 2. What is the goal of the event?**
- 3. Who is the intended audience?**
- 4. What is the timeframe for the event?**
- 5. What are the financial requirements?**
- 6. Where would the event be held?**
- 7. How many volunteers would you need?**
- 8. Who would be running/chairing the event?**
- 9. What is your time commitment?**

Please present these items in an email to the PTO Board and the Principal for further review. If we feel this is good fit for the PTO, meets our current needs and our current schedule, we will then ask you to present this idea at the next PTO meeting.

Thank you for your enthusiasm and ideas!

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