



Odyssey Charter School

EVENT PLANNING FORM

Event Information

Title of Event: _____

Date of Event: _____ Time of Event: _____

Setup Time: _____ Cleanup Time: _____

Event Description (include general information, plus any ticket prices, grades invited, etc.): _____

Proceeds (if any) to go to: _____

Location Requested:

___ Community Hall ___ Field ___ Kitchen ___ Art/Music Room ___ Computer Lab

Supplies Requested:

___ Tables ___ Chairs ___ Cash Box ___ Cash Register ___ Extension Cords

Event Planner Information

Contact: _____ Phone Number: _____

Staff Liaison Name: _____ Phone Number: _____

Two Weeks Before Event Date

Initial	Task	Date
	Fill out and Turn in <i>Event Planning Form</i> to Rachelle Martinez	
	Confirm with Rachelle Martinez that space for event is available, verify set up and clean up times, and confirm that supplies are available	
	If supplies are needed for event, fill out a <i>Purchase Order Form</i> and turn in to Rachelle Martinez. In order to be reimbursed for funds spent, fill out a <i>Request For Reimbursement</i> form no later than 1 WEEK after event.	
	Event Flyer or banners need to be printed and signed by Rachelle Martinez or Lauren O'Neill. The office will make ALL copies of flyers for ALL events.	
	Solicitation of Chaperones (see below)	

Chaperones (if needed) All chaperones must initial and date

Initial	Name	Date

Day After Event (If weekend event, Monday after Event)

Initial	Task	Time Completed
	Any equipment used will be returned to Rachelle Martinez	
	Money collected at event must be counted after event and tallied on a cash verification form. Money should be turned in to Mayra Rodriguez.	
	All decorations must be taken down. (Includes banners/flyers for event)	
	All trash must be taken to the trash bins outside. If trash container is full, they should be put on the side of the bin.	