

PTC Event Request Form

Event Requestor / Contact Person:
Event Name:
Event Purpose (Describe the event, participants, focus):
Requested Event Date:
Event Location:
Event Time:
Estimated Budget Impact Estimated Revenue: Estimated Expenses:
Approximate Number of Attendees:
Approximate Number of Volunteers Needed:

APPROVAL STATUS: FOR PTC BOARD USE ONLY

Approved (Yes/No):		
Decision Date:		
Approved by:		
	<i>Authorized Name</i>	<i>Authorized Signature</i>