**PTA PLAN OF WORK**

**Date Submitted:**

**Chairperson Name:**

**Committee Name:**

**PROGRAM/Event Information**

**Name:**

**Purpose:**

**Date:**

**Place/Time**:

**PLANNING MEETING INFORMATION**

**Date/Time:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Place:**

**Est. Cost:**

*This section completed at Executive Board Meeting*

**Approved Budget:**

**Approved by:**

**Date:**