

11/-/43

Poston II School  
REGISTRATION OF EVENTS

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Desired Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Place of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Committee Chairmen: General Chairman: \_\_\_\_\_

Program: \_\_\_\_\_ Decoration: \_\_\_\_\_

Reception: \_\_\_\_\_ Refreshment: \_\_\_\_\_

Clean-up: \_\_\_\_\_ Others: \_\_\_\_\_

Brief Plan of the Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Refreshments Arrangements: \_\_\_\_\_

Nature and number of guests to be invited: \_\_\_\_\_

Chaperones: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_ Plans for financing: \_\_\_\_\_

Will Parent's Permission Blanks be used? \_\_\_\_\_ Chaperones provided? \_\_\_\_\_

Approved: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Advisor or Sponsor)

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

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal or vice Principal)

**Final Reports** (to be prepared by the General Chairman and approved by the  
Adviser within 3 days following the event, and filed in the  
School Office.)

Gross Proceeds: \_\_\_\_\_ Expenses: \_\_\_\_\_ Net Proceeds: \_\_\_\_\_

Suggestions for future events:

Persons deserving special mention:

Approved: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Noted and filed by: \_\_\_\_\_  
(principal or Vice Principal)

Date: \_\_\_\_\_