

Booster Event Request
Calendar Date request and Promotion Information Form

Event Name: _____

Event Date: _____ Is this a date change? Yes No

Name of Booster Group: _____

Name of person submitting this form: _____

Phone: _____ Email: _____

NOTE: Events on PLHS campus may require additional forms. Once Event has been placed on the calendar, any changes of date or promotional methods must be submitted to the Booster Director for approval to avoid any conflicts with other Booster events.

1. Please attach any flyers for this event and give a brief description of the event and all activities planned:

2. What method(s) of Promotion do you plan to use to market this event?

- Direct Mailing
- Telephone Calls
- Flyers
- News Publication (Beacon etc.)
- Parent Newsletter
- E-Mail: (check all that apply)
 - PLHS eblast
 - Alumni
 - Private lists (Source: _____)
 - Past Booster event list
- Other: _____

Email form to: Arts Booster Director - artsboosterdir@gmail.com
Athletic Booster Director - pointersboosterdir@gmail.com

Office Use only: Date Submitted: _____ Conflicts? _____ Approved: _____