



St Albans Girls' School

Charity Event Planning Form

You should discuss your event and hand in this form completed with the information required below at least three weeks prior to your event taking place.

Name of event.	
House/ Club Charity	
Proposed date, time and location of event	
Name of Lead Student and Form Group	
Member of Staff responsible for supervision of whole event	
Describe what your event will be.	
How much money are you aiming to raise?	
List all costs involved with setting up your event.	
How will you cover the costs of the event?	

Name and Signature of student organiser	
Name and Signature of member of staff supervising your event	
Signature and date: Miss Rose	<ul style="list-style-type: none"><input type="radio"/> Your event is authorised to go ahead<input type="radio"/> On this occasion your event can not be authorised. Please see Miss Rose for guidance on how to change your plan.