Proposed Enterprise Activity Planner

**Please note this activity will not be sanctioned unless all the details below have been planned for.**

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| **Course of Study** |  |
| **Student Names Involved** |  |
| **Signature of Teacher In Charge***(Please inform others involved in similar activities to prevent overlap)* |  |
| **Details of Proposed Activity , Price to be Charged** **What are funds in aid of** |  |
| **Proposed Date for Activity** | **Date**: | **Time**: (From – To) |
| **Proposed Venue for Activity** |  | **Is the Venue available at this Time?** Yes No**Details** |
| **Full List of Students Involved** |  |
| **List of Students Not Involved***(if applicable – with details of arrangements for them)* |  |
| **List of Teachers this Affects***(Signatures of Teachers that they are informed and in agreement with the proposed activity)* |  |
| **Signatures of Supervising Teachers for Event***(Signatures of teachers willing to supervise or get involved in activity)* |  |
| **Permission from DP/Principal** |  | **Dated**: |
| **Other Details to be Considered** |  |
| **Once Proposal has been sanctioned by DP/Principal, Teacher in charge must put details of same up on the Activity Sheet and teachers/students concerned must be informed that go ahead has been given and take responsibility for overseeing the full organising of the event and post event clean up.** |