**EVENT PLANNING CHECKLIST**

This detailed checklist can help keep track of every aspect of an event.

**WHEN:**

Depending on size of event, discuss with Kyla (principal) and/or Kelly (calendar manager) to get event on school calendar (in office) and newsletter calendar. Notify Yahoo! group moderator to have put on Yahoo! calendar. *Large events need to be scheduled the year before. Parent groups must plan together to have these put* *on the calendar at the annual calendar meeting.* **Care must be taken not to overwhelm/burn out volunteers****or participants—this is a very creative, busy school!**

**WHERE:**

If using the school, Facility Use Form must be completed and turned into office at least 2 weeks prior to the date: required details include:

* Which rooms ?
* Parking on the playground?
* Audiovisual
* #chairs, tables
* Date/time/reason
* Bathrooms?
* P/A system?

**HOW MUCH:**

A written, itemized budget must be presented at the a leadership meeting prior to the Event *(if event cost is* *under $50, this may be waived)* Consider the following expenses:

* Child care costs (max. of $10.00/hr. per sitter)
* Food/Beverage costs: (include for children if providing child care and associated dry goods: napkins, plates, cups,...)
* Speaker fees
* Materials, supplies (written handouts: cost of copies, literature, name tags, pens, etc.)
* Other expenses – printing, equipment rental, etc.

A reimbursement form for out-of-pocket expenses can be found in the appendix. You may also arrange with the treasurer, Eleanor Dunn, to write a check in advance or make direct payments.

**WHO:**

Every event must have at least one leader (to be the “call for info” person). Find volunteers to staff the event by sending out a flyer, asking your friends, putting up a sign-up sheet, searching PTO manager (see above), or all of the above. *Personal contact for specific, limited tasks gets the best results!* Possible volunteer positions:

1. Person(s) to bring, set up, and manage event specifics o Person(s) to set up and manage the PA system

o Person(s) to make agenda/timeline for event

o Person(s) to find out WHO is opening school door(s) & gate

o Person(s) to arrange, check on, and monitor child care set up & clean up o Person(s) to get and/or set up food for event (child food & adult food) o Person(s) to handle money (VERY important!)

o Person(s) to set up space o Person(s) to clean up space

o Person(s) to post signs outside & inside of school

o Person(s) to complete publicity (selected from list below)

o Person(s) to sell items (i.e. Art Cards, T-Shirts, etc.) at event

o Translator(s) to address large or small groups, procure translation equipment, etc.

**PROMOTE**

See the Publicity chapter for ideas on how to promote your event. A 4-to-6-week lead time is a good rule of thumb to start publicity. Create a plan, assign tasks, and stay on top of it for best results.

**REVIEW**

Set a date to review as a team the “what worked” & “what could be improved” issues after your event. Make notes for next year/event. Notes can be passed on by hand, emailed to your successor, or saved in the PTO Manager.