

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:

- Person(s) to bring, set up, and manage event specifics
- Person(s) to set up and manage the PA system
- Person(s) to make agenda/timeline for event
- Person(s) to find out WHO is opening school door(s) & gate
- Person(s) to arrange, check on, and monitor child care set up & clean up
- Person(s) to get and/or set up food for event (child food & adult food)
- Person(s) to handle money (VERY important!)
- Person(s) to set up space
- Person(s) to clean up space
- Person(s) to post signs outside & inside of school
- Person(s) to complete publicity (selected from list below)
- Person(s) to sell items (i.e. Art Cards, T-Shirts, etc.) at event
- 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.