EVENT PLANNING WORKSHEET

|  |
| --- |
| **PRIMARY EVENT INFORMATION** |
| Chairperson | Contact Information |
| Activity | Date |
| Location | Time |

|  |
| --- |
| **APPOINTED COMMITTEE MEMBERS** |
| Name | Contact Information |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |

# CHECK WHEN COMPLETED

* OK with insurance
* Received staff input
* Hospitality arranged
* Parental permission slip
	+ Developed
	+ Duplicated
	+ Distributed
* Evaluation form(s)
	+ Developed
	+ Duplicated
* OK with PTA budget
* OK with school calendar
* Volunteers confirmed
* Parking logistics
	+ Signage
	+ Crossing guards
* Special requirements
	+ Flag
	+ Judges
	+ Custodian
* Program approved by unit
* Funds allocated by unit
* Handouts collected from

non-participating service providers

* Publicity materials
	+ Developed
	+ Duplicated
	+ Letters/fliers to parents & staff
	+ PTA newsletter distributed
	+ Press releases and/or Public Service Announcements (PSAs) to media

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|  |
| --- |
| **PROGRAM EXPENSES** |
| Facility use permit | $ | Custodian | $ | Refreshments | $ |
| Fliers | $ | Handouts | $ | Signs | $ |
| Postage | $ | Nametags | $ |  | $ |

|  |
| --- |
| **PUBLICITY** |
| **Fliers** | **Due date** | **Newsletter articles** | **Due date** | **Media releases** | **Due date** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **EQUIPMENT & AUDIOVISUAL REQUIREMENTS** |
| Item | Quantity | Location | Item | Quantity | Location |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **SPECIAL CONTACTS (JUDGES, SPEAKERS, SERVICE PROVIDERS)** |
| Name | Contact Information |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

# NOTES

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