

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** |
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| --- | --- | --- | --- | --- | --- |
| **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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