

## 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

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> OK with insurance<br><input type="checkbox"/> Received staff input<br><input type="checkbox"/> Hospitality arranged<br><input type="checkbox"/> Parental permission slip<br><input type="checkbox"/> Developed<br><input type="checkbox"/> Duplicated<br><input type="checkbox"/> Distributed<br><input type="checkbox"/> Evaluation form(s)<br><input type="checkbox"/> Developed<br><input type="checkbox"/> Duplicated | <input type="checkbox"/> OK with PTA budget<br><input type="checkbox"/> OK with school calendar<br><input type="checkbox"/> Volunteers confirmed<br><input type="checkbox"/> Parking logistics<br><input type="checkbox"/> Signage<br><input type="checkbox"/> Crossing guards<br><input type="checkbox"/> Special requirements<br><input type="checkbox"/> Flag<br><input type="checkbox"/> Judges<br><input type="checkbox"/> Custodian | <input type="checkbox"/> Program approved by unit<br><input type="checkbox"/> Funds allocated by unit<br><input type="checkbox"/> Handouts collected from non-participating service providers<br><input type="checkbox"/> Publicity materials<br><input type="checkbox"/> Developed<br><input type="checkbox"/> Duplicated<br><input type="checkbox"/> Letters/flyers to parents & staff<br><input type="checkbox"/> PTA newsletter distributed<br><input type="checkbox"/> Press releases and/or Public Service Announcements to media |
|--|---|---|

**PROGRAM EXPENSES**

Facility Use Permit	\$	Custodian	\$	Refreshments	\$
Flyers	\$	Handouts	\$	Signs	\$
Postage	\$	Nametags	\$		\$

**PUBLICITY**

Flyers	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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