

## Program How To's – Event Planning Worksheet

### PRIMARY EVENT INFORMATION

<b>Chairperson</b>		<b>Contact Information</b>
<b>Activity</b>		<b>Date</b>
<b>Location</b>		<b>Time</b>

### APPOINTED COMMITTEE MEMBERS

<b>Name</b>	<b>Contact Information</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	

### CHECK WHEN COMPLETED

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> OK with insurance        | <input type="checkbox"/> OK with PTA budget      | <input type="checkbox"/> Program approved by unit                                    |
| <input type="checkbox"/> Received staff input     | <input type="checkbox"/> OK with school calendar | <input type="checkbox"/> Funds allocated by unit                                     |
| <input type="checkbox"/> Hospitality arranged     | <input type="checkbox"/> Volunteers confirmed    | <input type="checkbox"/> Handouts collected from non-participating service providers |
| <input type="checkbox"/> Parental permission slip | <input type="checkbox"/> Parking logistics       | <input type="checkbox"/> Publicity materials   |
| <input type="checkbox"/> Developed                | <input type="checkbox"/> Signage                 | <input type="checkbox"/> Developed   |
| <input type="checkbox"/> Duplicated               | <input type="checkbox"/> Crossing guards         | <input type="checkbox"/> Duplicated  |
| <input type="checkbox"/> Distributed              | <input type="checkbox"/> Special requirements    | <input type="checkbox"/> Letters/flyers to parents & staff                           |

- Evaluation form(s)
- Developed
- Duplicated

- Flag
- Judges
- Custodian

- PTA newsletter distributed
- Press releases and/or Public Service Announcements to media

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### PROGRAM EXPENSES

<b>Facility Use Permit</b>	<b>\$</b>	<b>Custodian</b>	<b>\$</b>	<b>Refreshments</b>	<b>\$</b>
<b>Flyers</b>	<b>\$</b>	<b>Handouts</b>	<b>\$</b>	<b>Signs</b>	<b>\$</b>
<b>Postage</b>	<b>\$</b>	<b>Nametags</b>	<b>\$</b>		<b>\$</b>

### PUBLICITY

<b>Flyers</b>	<b>Due Date</b>	<b>Newsletter Articles</b>	<b>Due Date</b>	<b>Media Releases</b>	<b>Due Date</b>

### EQUIPMENT & AUDIOVISUAL REQUIREMENTS

<b>Item</b>	<b>Quantity</b>	<b>Location</b>	<b>Item</b>	<b>Quantity</b>	<b>Location</b>

## SPECIAL CONTACTS (JUDGES, SPEAKERS, SERVICE PROVIDERS)

Name	Contact Information
1.	
2.	
3.	
4.	

NOTES: