

The purpose of this checklist is to help make sure events run smoothly and all details are covered.

Event Logistics



- Planned at least 2 months out
- Title of Event - Theme
- Date of Event
- Time of Event (Start - End Time)
- Location of Event - Specific Address
- If outdoor, backup plan defined
- Confirmed on PTSO Calendar/Website - 8 weeks out
- Confirmed on School Calendar - 8 weeks out
- Order supplies, pickup donations, request donations, etc
- Permission Slips, other documentation Required?
- Music Required? Sound system?
- Tables, Chairs, other furniture required?
- General outline of event timeline

Budget

- Cost to attend event
- Food expense
- Drinks expense
- Supplies Expense
- T-Shirt
- Decorations expense
- Guest Speakers

Invitation / Flyer

- Distribute Invite - 2 weeks out
- Title of Event
- Date (s)
- Start/End Time
- Location
- Cost (see budget details)
- Contact Information
- Contact Information
- RSVP details - name, contact info., level, tshirt size, etc. (Recommend on-line RSVP signup)
- Communication must be approved by at least 2 Board members at least 1 week prior to distribution
- Website
- Social Media
- Volunteers Requested

Photography

- Photographer Scheduled
- Photo Checklist Available
- Photos uploaded to Website
- Photos sent to Social Media

Contact Information

- Event Contact
- Contact Person at event location (if off-site)

- Treasurer notified of what needs to be collected so that a checklist can be created (At least 2 weeks prior to date)
- All funds handled through PTSO defined procedures

Please provide this completed checklist and project plan to the PTSO Board 2 months prior to event. (Board meetings are typically held 1st Thursday of the month).

Event Title:		Event Date:	
Event Location:		Event Start/End Time:	
Contact Name:		Contact Phone:	
Contact Email:		PTSO Board Contact:	
Budget, if Known		Cost/Person/Item:	
Est. # People		Est. # Items to Sell	
Requested Publish Date:			

Communication Requested: Website Social Media School Volunteers Requested

Brief Event Description (include project timeline):

Marketing Blurb (date, time, location, cost, rsvp, etc):

Volunteers Needed (attach additional sheet if needed):

Date	Time of Shift	# of People	Description of Work
Example: 8/16/18	1pm - 2pm	4	Sell Candy Canes during lunch

Donations Requested (attach additional sheet if needed):

Date Items Needed	Quantity	# of People	Description of Items (Desserts, Baked Goodies, Bottled Water, Canned Soda, Candy Canes - not miniatures)
Example: 8/14/18	1 Case	6	Bottled Water

Date Rec'd by Board: _____ Person Handling Communication: _____
Date Published: _____ Website _____ Social Media _____ School _____ Volunteers Requested _____