

Event Planning Form



This is an interactive form, place cursor in shaded area and begin typing. Click box to add checkmark.

NAME OF EVENT:

DATE:

TIME:

CHAIRPERSON:

PHONE:

LOCATION:

EMAIL:

PURPOSE OF EVENT (FUNDRAISER?):

APPROVALS:

DATE:

- Approved by PTO
- Approved by Principal
- Event added to PTO Calendar (Secretary and Comms)
- Submitted Facilities Request Form (<http://bit.ly/3O1OFwR>)

FINANCIAL

HELPFUL CONTACTS:

Budget _____

Expenses _____

Fundraising Goals (if applicable) _____

COMMUNICATIONS

Contact Communications Chair ASAP, all communications must be coordinated through Comm Chair, Event chair is responsible for communications distribution.

- | | | |
|---------------------------------------|---|---|
| <input type="checkbox"/> Flyers | <input type="checkbox"/> Room Parents | <input type="checkbox"/> Event Photographer |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Scrolling Marquee | <input type="checkbox"/> Teacher/Staff Info Email |
| <input type="checkbox"/> Website | <input type="checkbox"/> Membership Toolkit | <input type="checkbox"/> Other, specify: |
| <input type="checkbox"/> eNews | <input type="checkbox"/> Principal Newsletter | |

SUPPLIES FOR EVENT:

Check with PTO/School to see if we already have the supply before purchasing.

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FOOD/CATERING:

Have options for allergy/special dietary requirements.

SPONSOR TABLES:

Check Community Sponsorship Packages.

VOLUNTEERS:

Must coordinate with Volunteer Chair for posting sign-ups

- Set-Up Crew
- Event Crew
- Clean-Up Crew

TREASURER:

Must coordinate requests with Treasurer at least 2 (two) weeks prior to event

- Cash Box needed? How much change: \$1 _____ \$5 _____ \$10 _____ \$20 _____
- iPads for credit cards \$.01 _____ \$.05 _____ \$.10 _____ \$.25 _____

DAY OF EVENT CONTACTS:

POST EVENT:

- Submit Expense Report to Treasurer (grayhawkpto.com/forms)
- Complete Post-Event Evaluation