

# Grey Cloud PTA Event Planning Form

Event Coordinators, please thoroughly complete this form and submit it to the Volunteer Coordinator for review and approval by the PTA Board. You may submit this form electronically via email or print it and leave it in the PTA Mailbox in the main office.

<b>Event:</b>	
<b>Coordinator Name and Contact Info:</b>	
<b>Team Member Names and Contact Info:</b>	
<b>Important Dates:</b>	
<b>Estimated Expenses:</b>	
<b>Estimated Income:</b>	

PRINTED FORMS/DOCUMENTS			
	Deadline	Assigned To	Notes
1. Draft communication completed and sent to PTA Board and Principal for review			
2. Feedback due from PTA Board and Principal			
3. Document sent to be printed (one week before distribution date)			
4. Distribution of document – To whom? By whom? (Allow one week for printing.)			
5. Collection and Processing of Forms			
COMMUNICATION/ADVERTISING			
	Deadline	Assigned To	Notes
6. Website Posting sent to Media Specialist (to be posted within 2-3 days of receipt).			
7. Blackboard Connects message to Laura by Thursday AM for email distribution to families.			
8. Signs for walls (nothing may be hung on drywall).			
9. Info for principal to share via daily morning announcements.			
10. Info for Secretary and/or Volunteer Coordinator to post to PTA Facebook Page			
VOLUNTEERS			
	Deadline	Assigned To	Notes
11. Request for volunteers to Volunteer Coordinator.			

12. Check in on status of filling volunteer needs. Contingency plan if not enough volunteers sign up.			
13. Determine where volunteers will report/check-in; volunteer badges.			
14. Communicate to volunteers (e.g. where to report for event).			
15. Follow up thank you to volunteers after event.			
<b>SUPPLIES</b>			
	<b>Deadline</b>	<b>Assigned To</b>	<b>Notes</b>
16. Determine needed supplies – what is already available (check Volunteer Room) and what needs to be purchased.			
17. Discuss funding for supplies with Treasurer; do contingency request if needed.			
18. Order supplies – submit request for purchase or buy and submit reimbursement.			
19. Determine where supplies will be stored upon delivery and communicate to Office Coordinator.			
20. Verify receipt of supplies in advance of event.			
<b>MONEY</b>			
	<b>Deadline</b>	<b>Assigned To</b>	<b>Notes</b>
21. Determine petty cash needs. Make request to Treasurer at least two weeks in advance of date cash is needed.			
22. Notify Office Coordinator of petty cash pick up time and cash box needs.			
23. Notify treasurer of any payments needed for event.			
24. Two people count money after event (must be within 3 days if amount exceeds \$1500) and prepare for deposit (complete yellow deposit form, and each counter run a tape).			
<b>FACILITY NEEDS</b>			
	<b>Deadline</b>	<b>Assigned To</b>	<b>Notes</b>
25. Complete a facility use form to use Grey Cloud outside of regular school hours, if needed.			
26. Submit a floor plan indicating tables, chairs, and other items needed and their layout to the			

Office Coordinator one week before event.			
27. Consider need for school district staff (e.g. custodian, office coordinator, food services) and associated expenses.			
<b>OTHER</b>			
	<b>Deadline</b>	<b>Assigned To</b>	<b>Notes</b>
28.			
29.			
30.			
31.			

**NEEDS FROM THE SCHOOL (Principal, Building, Staff, etc.):**

**EVENT REVIEW:**