



## 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        | <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/fliers to parents & staff                                  |
| <input type="checkbox"/> Evaluation form(s)       | <input type="checkbox"/> Flag                    | <input type="checkbox"/> PTA newsletter distributed   |
| <input type="checkbox"/> Developed                | <input type="checkbox"/> Judges                  | <input type="checkbox"/> Press releases and/or Public Service Announcements (PSAs) to media |
| <input type="checkbox"/> Duplicated               | <input type="checkbox"/> Custodian               |   |

PROGRAM EXPENSES					
Facility use permit	\$	Custodian	\$	Refreshments	\$
Fliers	\$	Handouts	\$	Signs	\$
Postage	\$	Nametags	\$		\$

PUBLICITY					
Fliers	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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