

# **St. Dominic School's Event Planning Checklist**

The following steps shall be taken when serving as the Chairperson for a school event:

1. Date Approval
2. Space Reservation
3. Publicity
4. Volunteer Recruitment
5. Storage
6. Finance Procedures

## **1. Date Approval**

- Principal and PTG shall reserve the event date, and location (if applicable).

## **2. Space Reservation**

- Once the date is approved, if the Parish Hall needs to be reserved, please go to the Parish Office to **confirm** reservation or call, the phone number for the Parish Office is (707) **745-5642. You will need to get a KEY to the Parish Hall if Venue is being held there.**
- Two weeks prior to the event, a complete plan (including budget) needs to be submitted to your PTG liaison so that PTG can assist with additional needs such as volunteers and chaperones.

## **3. Publicity**

- Flyers/ Website (if applicable) - Email requested announcements to the Principal for approval. The following information must be forwarded:

Draft of Event Flyer must contain the following information:

- *What the event is or its purpose*
- *Where & what time the event will take place*
- *How much the event ticket/admittance will cost*
- *RSVP and to whom if necessary*
- *Deadline for event tickets.*

1. A short website summary of event (if applicable)
2. Once approved by the Principal, flyers can be made and will be included in the weekly bulletin when submitted to Rochelle Samansky. She can be reached by e-mail at [rsamansky@sdbenicia.org](mailto:rsamansky@sdbenicia.org)

- Posters – can be placed on the bulletin board located inside the Parish Hall and outside the school at drop off and dismissal points.
- The school newsletter – An e-mail needs to be sent to [rsamansky@sdbenicia.org](mailto:rsamansky@sdbenicia.org) at least 48 hours prior for inclusion in “The Weekly News.”

#### 4. Volunteer Recruitment

- It is important that you secure volunteers for your event. This process should start immediately after you have selected your date. Check with the Principal to see if “double hours” can be given for “clean-up crew.”
- For larger events, Middle School volunteers needing community service hours can be arranged. Please contact the Principal & or the 8<sup>th</sup> grade teacher for more information.

#### 5. STORAGE

- There is a storage at the cemetery and at Fleetview Storage. Contact the school office for keys.
- All leftover supplies should be returned / kept in storage for future use.
- Check with previous year’s chairpersons first to see where supplies were put from their event.

#### 6. Finances Procedures

- Each committee has a budget established by the PTG and all expenses should be within that budget. Should you have an expense that does not fit within your budget, the expense must be approved by the PTG Executive Board **before** the purchase. If cash is needed for an event to make change, please contact Noreen Cillo two weeks in advance of the event.
- Purchases- PTG is a tax-exempt organization. A tax-exempt letter is available by request from the Principal. Bring the tax-exempt letter with you and present it to the vendor at the time of purchase / donation. When purchasing personal items at the same time as PTG expenditures, please make **two separate purchases**.
- Cash boxes – If you need cash on hand for your event, please contact Noreen Cillo at least TWO weeks prior to the event so that she can make arrangements. She will contact you when it’s ready for pick up, and you will sign that you received the box/cash/keys. After your event, the Principal or an authorized Staff member will collect the box/cash/keys as soon as the event has ended.
- Reimbursement
  - All requests for reimbursement must be in the form of a completed Disbursement Voucher located in the school office.
  - All requests for reimbursement must have itemized receipts attached.
  - All requests must be submitted before June 30th, the PTG fiscal year end.

- Income – All monies should be given specifically to St Dominic School Accountant for deposit within a week of the event. If the event is on going over a period of time, please contact the Accountant to set up a schedule for periodic transfer of monies. A Deposit Voucher should be completed with every deposit. Monies should be handed in as collected. (Cash should remain as cash.) Cash should be counted, bundled by denomination, and totaled. Checks (more than 10) should be tallied with a listing attached. There should be a total for cash, a total for checks, and a grand total for the deposit recorded on the Deposit Voucher. When the Accountant receives the monies and the Deposit Voucher, you will be contacted if there are any discrepancies.
- Budget Overages- Contact your PTG liaison regarding any possible overages to the established budget prior to paying for the expense, your liaison will submit the request for additional funds to the Executive Board. Approval is not a “given” so please don’t take on any expenses that may not be reimbursed.

We want you to know that we are here to help. If you have a question, please don’t hesitate to call or email a committee member. Please let us know how things are going and if there is anything you need!

We’re looking forward to a great school year!

The 2016-2017 PTG Executive Committee

# SDS Program Information and Review

Program-Event: \_\_\_\_\_

Program/Event Coordinator: \_\_\_\_\_

Program/Event Liaison: \_\_\_\_\_

**Food/Beverages/Supplies:**

**Vendor:**

**Cost:**

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

**Total Cost for Food, Beverages and Supplies:**

\_\_\_\_\_

**Contact Information for Vendors:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Contact Information for Volunteers:**

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

**Program Notes/Suggestions:**

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