



Event Planning Checklist

Event Title: _____ **Event Date:** _____

Event Chairperson(s): _____

Chair Email: _____

Chair Phone #: _____

Checklist:

- Event approved by Mrs. Whitaker and PTA Board
- Event added to CPM PTA Calendar/Website
- Event added to school calendar
- Contact Stephanie Kanaan for Committee Volunteer Sign Ups for the event
- Contact Stephanie Kanaan or Erica Eliashevsky for event budget
- Contact Committee Volunteers for initial planning and delegation of tasks.
(Please cc Stephanie Kanaan on committee communication)
- Contact Jane Smyth about room reservations
- Flyer/communication created and shared with Mrs. Whitaker & Stephanie Kanaan for approval
- Once approved, flyer/communication shared with CPM community via:
(check all that apply)

_____ Digital Backpack	_____ CPM Weekly Email Blast
_____ Paper Flyer	_____ Social Media
_____ CPM PTA Website	_____ Hung flyer on PTA Bulletin Board
- Committee plans event together (either at a meeting or through email communication)
- Event supplies ordered-- retain all receipts, order forms, and invoices
- Volunteers coordinated
Be sure to have volunteers assigned for:
_____ setting up the event (# needed _____)

_____ at the door for entrance (# needed _____)
_____ during the event (# needed _____)
_____ refreshments (if serving) (# needed _____)
_____ cleaning up the event (# needed _____)
_____ other (specific to event or floaters)

- Contact Jane Smyth/Mrs. Whitaker to coordinate building needs. # of Tables, garbage cans, equipment, cash box, etc.)

At the Event:

- Oversee volunteers - be sure to have a specific plan and delegate to your volunteers
- Any money taken in at the event must be counted twice. Once by you and once by a PTA Board Chair or Principal. Complete the "Funds Recieved Form" inside the cash box. (Leave \$75 in the cash box for the next event)
- Give the cash box with form completed to Stephanie Kanaan or Erica Eliashevsky directly after the event

After the Event:

- Complete a reimbursement form for any expenses you paid for out of pocket and turn it along with receipts into Erica Eliashevsky within 2 weeks of the event.
- Provide Erica with any receipts or invoices for items purchased (even if you are not receiving reimbursement)
- Send an email to all volunteers thanking them for their help
- Post to social media about the event or ask Stephanie Kanaan to post for you
- Write a PTA thank you note to any businesses or outside agencies who donated to the event
- Return any unused items to the PTA closet or storage unit
- Complete a chairperson guide for the next chair of this event!

THANK YOU FOR YOUR WILLINGNESS TO CHAIR A CPM PTA EVENT!

