

## **Timeline for Planning An Event**

### **Three Months before your Event**

1. Do your Event Planning worksheet and make a copy to present to the Executive Board. Submit your plan to the Executive Board to get it on the agenda for an upcoming PTA meeting.
2. Get approval for event from PTA membership by presenting at PTA membership meeting.
3. Check with Ann to set a date for the event.
4. Put the event on calendars in the office.
5. Fill in Facilities Use form, if necessary.
6. If you need raffle items, begin contacting businesses for donations.
7. If you need volunteer help with the planning of the event, contact VP of Volunteers for list of volunteers. Contact volunteers and set-up planning meetings.

### **Two Months before your Event**

1. Prepare flyers for the event. Get approval from PTA president and Kim Michels / Ann Rodriguez before making copies.
2. Make copies, after obtaining both approvals.
3. Contact VP of Communications to coordinate necessary publicity.
4. Prepare information on event for PTA website and Constant Contact.
5. Give updates to PTA membership at general meetings or pass info onto member of the executive board.



## **One Month before your Event**

1. Distribute flyers to classroom and staff. This may be done earlier or later depending on the event.
2. Contact Treasurer and Financial Secretary if you are taking money at the event. Complete the appropriate paperwork.
3. Contact volunteers, if you haven't, and set up a schedule for the day of the event.
4. Check PTA closet for supplies. Buy any needed supplies. Save receipts.
5. Give updates to the PTA membership at general meetings or pass info onto member of the executive board.

## **Two Weeks before your Event**

1. Contact custodian for any chair / table set-up needed. Provide written diagram.
2. Assign someone to take pictures of the event.
3. Give updates to PTA membership at general meeting.
4. Begin assembling raffle prizes if needed.
5. Submit marquee information to Marquee Chairperson.

## **One Week to Days before your Event**

1. Confirm with your volunteers about their work schedule.
2. Confirm with custodian for set up of facility.
3. Put up posters on campus advertising and reminding families of events.

## **After your Event**

1. Turn in receipts within two weeks of event completion to treasurer with appropriate documentation.
2. Send out thank you notes. Please note that money cannot be used from PTA funds to purchase thank-you gifts.
3. Acknowledge volunteers and businesses in Fairlands Flyer and PTA website. Submit names to the Thank You Section.
4. Take down signs and banners. Please do so promptly (within 24-48 hours).
5. Give an update on how event went at the following PTA meeting. If you cannot attend, send a committee chair in your place or contact the VP in charge of your committee.
6. If it was a fundraising event, let beneficiary know what funds are available. Also let Marquee person know approximately how much money was raised by the event so families can be thanked on the marquee.
7. Have photographer at event send photos to PTA president and Yearbook Coordinator.
8. Provide a summary of duties to the Executive Board, by filling out a copy of the Committee Report provided which is on our website, [www.fairlandspta.com](http://www.fairlandspta.com) under the tab Volunteers. Include copies of correspondence, flyers and or news articles and how much was spent on what. List any donations and provide general information to help the next year's chairperson, especially in terms of projecting a realistic budget. Provide any info that you feel will be useful to next year's leader.
9. Serve as a contact person for next year's committee leader. Answer any questions and help in any way that you can.
10. Give yourself a BIG pat on the back for a great job!