

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"/> Received staff input
<input type="checkbox"/> Hospitality arranged
<input type="checkbox"/> Parental permission slip <ul style="list-style-type: none"> <input type="checkbox"/> Developed <input type="checkbox"/> Duplicated <input type="checkbox"/> Distributed <input type="checkbox"/> Evaluation form(s) <ul style="list-style-type: none"> <input type="checkbox"/> Developed <input type="checkbox"/> Duplicated | <input type="checkbox"/> OK with PTA budget
<input type="checkbox"/> OK with school calendar
<input type="checkbox"/> Volunteers confirmed
<input type="checkbox"/> Parking logistics <ul style="list-style-type: none"> <input type="checkbox"/> Signage <input type="checkbox"/> Crossing guards <input type="checkbox"/> Special requirements <ul style="list-style-type: none"> <input type="checkbox"/> Flag <input type="checkbox"/> Judges <input type="checkbox"/> Custodian | <input type="checkbox"/> Program approved by unit
<input type="checkbox"/> Funds allocated by unit
<input type="checkbox"/> Handouts collected from non-participating service providers
<input type="checkbox"/> Publicity materials <ul style="list-style-type: none"> <input type="checkbox"/> Developed <input type="checkbox"/> Duplicated <input type="checkbox"/> Letters/flyers to parents & staff <input type="checkbox"/> PTA newsletter distributed <input type="checkbox"/> Press releases and/or Public Service Announcements (PSAs) to media |
|---|--|---|

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

PUBLICITY					
Flyers	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
