

Hillside PTA

Program and Event Planning Form (Part 1)

Please use this form to plan in advance with your committee and review with your executive board liaison as soon as possible. This form, along with the evaluation form, will be used to help the next chairperson and keep your program/event running smoothly. Thank you for your time and dedication to ensuring PTA programs and events are a success!

Name of Program/Event: _____

Proposed Budget: _____

Day/Date of Program/Event: _____

Time start: _____ Time end: _____

Location: _____

If program/event is held on school grounds or inside the school, reserve the space with the secretary and notify the janitors. A fire permit will need to be secured from the Livingston Fire Department. Permit applications are available from the secretary in the front office and need to be faxed to the fire department. Follow up with the Fire Chief and be present when they come for the inspection on the day of your event.

Fire permit needed? yes no (circle one)

Purpose or Goal of the Program or Event: _____

Cost per person to participate?

Advance purchase price \$ _____ Purchase price on day of \$ _____

Committee Chairperson/Who is in Charge: _____

Approximate Cost of Event: \$ _____ (Please include details about what was purchased and where. Remember to submit a reimbursement form and receipts to the treasurer.)

Item _____ Cost \$ _____

Item _____ Cost \$ _____

Item _____ Cost \$ _____

Item _____ Cost \$ _____

Item _____ Cost \$ _____

Item _____ Cost \$ _____

CONTRACTS/AGREEMENTS – If contracts are necessary, have all details about equipment and services clearly stated in the contract. Do not assume something will be provided or done – get it in writing!

Carefully review with your committee any documents/contracts before having them signed by an executive board member. Be sure to follow up prior to event to confirm all details.

MONEY – Do you need a cash box/start up money to make change? How much money is needed as a beginning bank for the event? \$_____ **Make your request known to the treasurer at least 5 days in advance and pick up the cash box the day before it is needed.** Please indicate amount in each denomination if important and/or the amount for each station where a beginning bank is needed.

EQUIPMENT – What equipment do you need during your program/event?

Extension cords or access to electrical outlets?

Ice to keep refreshments cold?

Wristbands to show who has paid?

Signage?

Decorations?

Cash box? Calculators?

Garbage cans and extra bags?

Tables and/or chairs?

Refreshments? Bake sale?

A/V equipment? DVD player? Microphone/podium?

Are office supplies needed such as tape, pens, paper, clipboards, etc?

Prizes/awards/gifts?

Other: _____

SET UP – What will the “set up” be for the program/event? Where will equipment go? How should tables and chairs be arranged? What is the location of garbage cans, refreshments, check-in table, etc? Make sure the facility, school or janitors are notified of your preferences.

CONTACT INFO – list the names and phone numbers of vendors and suppliers:

VOLUNTEERS and ASSIGNMENTS – Approximate Number of Volunteers needed and their responsibilities or stations:

COMMUNICATION – Does an announcement need to be written for the Hillside Weekly Newsletter? What about creating a flyer? Does an eblast to the Hillside school community or class parents need to be sent? What about reminder notices? Staple any flyers or printed materials to this document so they can be used as a reference for the future.

RSVP – If you are expecting a response from parents in the form of an RSVP, order form or money, please set up a folder in the PTA box in the front office to receive this information. If there is a deadline, check your folder on the *afternoon the day following* that deadline. Sometimes teachers turn in envelopes to the office at the end of the week on their way out the door. If you want to organize the order forms and/or money over the weekend, set your deadline for Thursday and do a final check Friday afternoon.

ACTION PLAN – Please jot down key planning dates below or attach a calendar showing when important steps in the planning and implementation need to be taken.

Staple (or email) flyers, contracts, and all printed materials to this form.