

Emerson Elementary – Turning Ideas into Action!!

PTO EVENT Planning Guide & Checklist

NAME OF EVENT: _____

This worksheet will help prompt important considerations as you plan and organize your event. New events must be presented at PTO Meeting for vote.

COMMITTEE CHAIR(S) CONTACT DETAILS

Primary committee chair name: _____

Email address: _____

Phone number: _____

BASIC EVENT DETAILS

First step is to book the date & venue ASAP. You may need to check with Fraser Public Schools calendar as well as Emerson's calendar.

Date(s) of event: _____

Start time: _____

End time: _____ (no later than 9 PM)

Event Location/s (check all that apply)

- Gym
- Cafeteria
- Classroom
- Other _____

In case of snow storm or other unforeseeable complications, please consider whether you need a backup plan/date(s).

Back up date if needed: _____

MORE DETAILS (if this is more of a program than an event, jot your ideas here):

Event details

Now that you have a time and place booked, there are some additional details to cover.

BUDGETING

1. What's your budget?

Do you know what the budget is for your event? List what you think you'll need here. Accuracy is not critical. This is just a guide to get you started. The budget will be revisited later in this worksheet.

2. Cash box

If you are collecting cash at your event, you will need cash boxes and change

No

Yes , # of cash boxes needed _____

FLOOR PLAN AND OTHER DETAILS

Advance notice is important so that your event will run smoothly from the start.

Please provide a floorplan for your event. You might not know exactly where everything will go, but it will be useful to have a preliminary map of the space. Show roughly where the tables/other furniture/equipment will need to go.

1. Floor Plan (check the circle that applies)

I have a floor plan

I need help with a floor plan

No floor plan yet

2. Equipment needs

Consider what equipment your event will require

FOOD AT YOUR EVENT

1. Will there be food at your event?

2. Any food you provide needs to be clearly labeled so anyone with food allergies will know what to avoid AND kids must have an adult with them to take the food.

3. How are you providing food?

Pizza ordering

Catering for the event

Other:

Marketing your event

If you are a seasoned pro, this section may be obvious, but many brave parents are organizing a PTO event for the first time. Go through this section to know what tools are available to help you with your event planning.

Use the checklist below to help you keep track of what you have/haven't yet done.

RAISE AWARENESS OF EVENT AT SCHOOL

You've organized an amazing event and now you want everyone to come and enjoy!

1. Publicize your event

Check out all the ways you can publicize your event at Emerson

- Post event on PTO facebook page
- Flyers sent home through student backpacks (see more on this below)
- Submit event description to Mrs. Carnegie for School Messenger

2. Flyers

Flyers are a good way to ensure every family is given notice about your event. Plan to send a notice 2-3 weeks in advance. Anything going into student backpacks (such as a flyer) must be approved by the principal.

- Flyers should be printed in 'black & white', but the color of paper is up to you
- Front office will help get the flyers to each classroom, but you need to sort by room count.

NEED VOLUNTEERS?

You are the chair/organizer for the event, but you will probably need helpers!

Delegate and spread the workload.

1. Volunteer sign-up

Send this out at least a week in advance to help organize volunteers who will help manage and run things. Sign Up Genius (<http://www.signupgenius.com>) is a great tool that is widely used throughout the Fraser Public Schools.

2. Finding volunteers

Recruit volunteers through the PTO Facebook page and school messenger and grade level class contact lists when appropriate

RECEIPTS AND REIMBURSEMENTS

Keep receipts for all your expenses. If you need to email photos of receipts to help you keep track, that is fine. To help the treasurer, send a final expense sheet with receipts and who to reimburse at the end.

COLLECTING FORMS AND CHECKS

If you are organizing a program that requires forms and checks to be submitted, please read this section to help guide you through what needs to be done.

- Inform the front office the time frame in which you expect to collect the forms or checks
- Make it clear on your form who the checks should be made to. Checks should usually made to "Emerson PTO" unless your event payment needs to go to an outside vendor

- Make sure you can track forms to student, grade, and class teacher

PARTICIPANT SIGN UP

What kind of sign-up is it?

- Limited seatings/openings (First-Come First Serve)
- Unlimited entries

If you have limited space for your event, please consider using an online registration form where entries can be timestamped. Those who don't make the cut-off can be easily waitlisted and tracked. Paper forms are impossible to prioritize.

A big thank you goes out to all our wonderful parents and supporters who donate volunteer hours to the PTO. It is only through your contributions that we are able to bring quality programs to Emerson Elementary. Thank you!