

# FHE PTA Event Planning and Checklist

(Please be as specific as possible. Remember the purpose of this form is to help guide next years coordinator and future coordinators)

Event Name \_\_\_\_\_

Budget \$ (if applicable) \_\_\_\_\_

Estimated cost of event (if applicable): \_\_\_\_\_

Event Coordinator /Key Contact Name: \_\_\_\_\_

Preferred Contact: \_\_\_\_\_

How does this event support PTA vision?

What is the main purpose:

- Gather
- Connect
- Serve
- Grow
- Outreach
- Fundraiser

Description of Event:

# THE BASICS

Approximate number of people expected to attend/participate: \_\_\_\_\_

Date/Time of Event:

Setup Time \_\_\_\_\_

Start Time \_\_\_\_\_

End Time \_\_\_\_\_

Tear Down Time \_\_\_\_\_

Location

On Campus, preferred rooms/space \_\_\_\_\_

Off Campus, location \_\_\_\_\_

Is advance registration/Tickets sales required? Yes / No

Registration/Ticket sales Start Date: \_\_\_\_\_

Deadline: \_\_\_\_\_

Is participation limited? Yes / No

If yes, how many may register? \_\_\_\_\_

Cost per person/ticket \$ \_\_\_\_\_

Deadline for payment \_\_\_\_\_

Method for registration / tickets sales:

Are release/ permission/ waiver forms needed?

## MAJOR ELEMENTS & DETAILS

Check all that apply

- Invitations
- Ticket Sales
- Decorations
- Transportation
- Venue Reservation and Contract (for events at other locations)
- Technology (*see below*)
- Fees
- Food (*see Culinary below*)
- Donations needed
- Special Speaker(s)/Guests
- Other

## FACILITY & RESOURCE NEEDS

Point of Contact for Facility \_\_\_\_\_

Preferred Means of Contact \_\_\_\_\_

Check all that apply

- What is the room layout (tables/chairs/booths/etc.)?
- Podium
- Walkie Talkies
- Safety Vests
- Collection Bins
- Short term storage (room or refrigerator/freezer) – for what items
- Space to sort/stuff/package/distribute – for what items
- Cash box
- Pop up tents
- Other

\*Use space provided to sketch venue layout on next page\*

# Venue Layout

# KITCHEN/CULINARY SUPPORT NEEDS

Point of Contact for Kitchen Support (Culinary Staff)

\_\_\_\_\_

Preferred Means of Contact \_\_\_\_\_

Check all that apply

- Food Services
- External Caterer (must be certified)
- Napkins
- Cups
- Forks/Knives
- Ice
- Bottled water
- Food (please list):

Other

# TECHNOLOGY NEEDS

Point of Contact for Technology \_\_\_\_\_

Preferred Means of Contact \_\_\_\_\_

Person in charge of running technology at event \_\_\_\_\_

Contact info \_\_\_\_\_

Check all that apply

- Will a power point presentation be shown?
- Will a DVD or CD be played?
- Sound System
- Microphone
- Is music or video being played

# ADMINISTRATIVE SUPPORT

Point of Contact for Admin Tasks (name & title) \_\_\_\_\_

Preferred Means of Contact \_\_\_\_\_

What is needed (please list below):

## Volunteers NEEDS

Point of Contact for Volunteers \_\_\_\_\_

Preferred Means of Contact \_\_\_\_\_

Check all that apply & number needed

Volunteers – Are background checks needed? : \_\_\_\_\_

Childcare Needs \_\_\_\_\_

Greeters \_\_\_\_\_

Security \_\_\_\_\_

Parking Attendants \_\_\_\_\_

High School or Middle School volunteers \_\_\_\_\_

Parents \_\_\_\_\_

Does Principal need to attend? Y / N

Teachers \_\_\_\_\_

Other \_\_\_\_\_

# FINANCIAL / BUDGET NEEDS

Point of Contact for Finances/Budget Management \_\_\_\_\_

Preferred Means of Contact \_\_\_\_\_

Check all that apply

Supplies to be purchased (please list each item and amount)

Solicit donations

What is needed (please list each item & amount)?

Will something be given out? (e.g. Foot charm, candy, wristbands, etc., please list and estimate #)



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## EVENT EVALUATION

(Please be as specific as possible. Remember the purpose of this form is to help guide next years coordinator and future coordinator)

Planning (was your event well planned? explain):

What would you change next year and why?

Budget (did you stay on budget? Were there unexpected expenses? any additional budget information?)

Volunteers (Did you have enough, what would you change/do differently?)

Top Do's & Don'ts (be specific and give details)?

Any other advice or key takeaways for future coordinators?