

LTES PTA Event Planning Guidelines

The following are intended to provide guidance and continuity for PTA chairs and volunteers during the Event Planning Process. The PTA Executive Board is always available to address questions and concerns throughout the process, your VP should be an integral part of the process and open dialogue is encouraged. Thank you for your time, energy and involvement in making memories for our kids!!

- Establish what type of event is being planned. Is it an event that has been done in prior years? Reach out to the previous chair to talk about the event(s) that they planned and inquire about any documentation they have that may be helpful to review.
- Review the District Calendar to identify possible dates and venues (DHES/LTES or off-site). Coordinate the location and dates with the Principals – always include both Principals and your VP in critical communications. The Principals and your VP should always review/ approve any information before it is distributed out to the public
- The Principals can coordinate getting the event scheduled and on the District Calendar (The District Calendar fills fast, so the earlier a date is identified the better)
- Identify outside vendors/ companies that are crucial for the event:
 - *Photographer
 - *DJ
 - *Face Painters
 - *Food Suppliers – any servers must have food handler’s license and on-site food sales must comply with state guidelines for prep/service
 - *Outside Entertainment Company
- If contracts are needed to secure vendors/companies, they should always be signed by two Executive Board Members to negate personal liability and protect PTA chairs and volunteers. The contracts should be signed: For LTES PTA, *Sue Jones*, President
- Decide upon:
 - *Theme
 - *Decor
 - *Menu
 - *Draw floor plan/ map for the event

6 Weeks Prior:

- Begin advertising through:
 - *PTA Newsletter (Communications Chair)
 - *PTA Website (Technology Chair)
 - *PTA Facebook Page (Facebook Chair)
- Advertising should include:
 - *Event information (Carnival, F/D Dance, etc.)
 - *Date/ Time/ Location
 - *Contact information for Chair
 - *Request for volunteers

4 Weeks Prior:

- Coordinate on-line registration and/or ticket sales with the PTA Technology Chair
- Identify volunteer opportunities and needs for the day of the event:
 - *Shopping prior to event (food, decorations, supplies, etc.)
 - *Set-up the day of the event
 - *Staffing at the event
 - *Clean-up
- Create a Sign-Up Genius for volunteer opportunities, utilize PTA email blasts and website to recruit volunteers
- Continue advertising the event and the opportunity to register/ purchase tickets
- Coordinate the ordering/purchase of supplies and food

2-3 Weeks Prior:

- Contact Principals to request Reader Board announcements and information in the school newsletters
- Submit forms/ money for Fire Permit (if required)
- Confirm all food service requirements are met

1 Week Prior:

- Close on-line ticket sales/ registration
- Distribute tickets (if required)
- Request cash box/ credit card machine from PTA Treasurer (Submit Cash Box Request Form)
- Request Checks for payment to vendors
- Shop for food items/ pick-up ordered items
- Confirm vendor participation and any food that is to be delivered to the event

After the Event:

- Submit receipts for reimbursement utilizing Reimbursement Request Form
- Thank-you notes and/or thank you article in the PTA Newsletter