

EVENT CHECK SHEET for PTA CHAIRMEN

Date	Time
General Chairman	Phone No.

Appointed Committee Members	Phone No.
1.	
2.	
3.	
4.	

✓ Check when completed

<input type="checkbox"/> OK with insurance	<input type="checkbox"/> OK with PTA budget	<input type="checkbox"/> Program approved by unit
<input type="checkbox"/> Received staff input	<input type="checkbox"/> OK with school calendar	<input type="checkbox"/> Funds allocated by unit
<input type="checkbox"/> Hospitality arranged	<input type="checkbox"/> Volunteers confirmed	<input type="checkbox"/> Handouts collected from non- participating agencies

<input type="checkbox"/> Parental Permission Slip (If required by school district) <input type="checkbox"/> Developed <input type="checkbox"/> Duplicated <input type="checkbox"/> Distributed <input type="checkbox"/> Attendee Record Form <input type="checkbox"/> Developed <input type="checkbox"/> Duplicated	<input type="checkbox"/> Allied Agency Evaluation Form(s) <input type="checkbox"/> Developed <input type="checkbox"/> Duplicated <input type="checkbox"/> PTA Committee Evaluation Form <input type="checkbox"/> Developed <input type="checkbox"/> Duplicated	<input type="checkbox"/> Publicity Materials <input type="checkbox"/> Developed <input type="checkbox"/> Duplicated <input type="checkbox"/> Press releases to media <input type="checkbox"/> Flyers to parents & staff <input type="checkbox"/> Flyers to community <input type="checkbox"/> PTA newsletter distributed
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Projected Expenses

Facility use permit	\$	Custodian	\$	Refreshments	\$
Flyers	\$	Handouts	\$	Signs	\$
Postage	\$	Name tags	\$		

Publicity

Flyers	Deadline	Newsletter articles	Deadline	Media releases	Deadline

Equipment & Audio Visual Requirements

Supply	Number	Location	Supply	Number	Location
VCR			Overhead proj.		
Microphone			Tables		
Flip chart			Chairs		
Parking signs			Booth signs		

Parking information and instructions (including crossing guards, patrol of lot, location of signs, etc.)

Notes
