

PTO Event Checklist

This form can be found at www.manoapto.org/help

Prior of Event:

- ☐ Name your event and determine date & time:
- ☐ Establish budget; YOUR BUDGET IS: \$
- ☐ Review last year's Event Summary (if available)
- ☐ Create marketing materials:
 - Create flyer and email to manoaptohavertown@gmail.com for approval
 - OR send bullet points to manoaptohavertown@gmail.com for flyer creation
- ☐ Determine vendors/suppliers. Check requests can be submitted via www.manoapto.org/checks
- ☐ Send out first email communication one month prior to event. (use email template)
- ☐ If volunteers are needed, coordinate with Vice President, Leah Hoffman, to update Sign Up Genius.
 - For larger events, please create committees

Month of Event:

- ☐ Attend the PTO meeting prior to your event to provide a brief update/report.
- ☐ Purchase any needed items and keep receipt
 - If purchasing a large item, please reach out to Treasurer, Elena Alma, for PTO bank card access or cash.
 - Use the Tax Exempt letter when applicable.
- ☐ Determine Event Cash: Email manoaptomoney@gmail.com with number of cash boxes and cash/change needed for event
- ☐ Complete Facilities Request Form and email to manoaptohavertown@gmail.com
- ☐ Determine Event Checkout: Email manoaptomoney@gmail.com requesting print outs for venmo/Paypal for digital checkout during the event
- ☐ If your event requires pre-payment by members, all payment coordination can be done through PTO Treasurer at manoaptomoney@gmail.com
- ☐ Provide update to Vice President, Leah Hoffman.

Week of Event:

- ☐ Send out second email communication one week prior to event. (use email template)
- ☐ Follow-up with vendors and volunteers and provide day-of-instructions
- ☐ Provide update to Vice President, Leah Hoffman.

Day of Event:

- ☐ Send out third email communication one day prior or day of event. (use email template)
- ☐ Arrive early and communicate to volunteers specific duties
- ☐ Have fun

After of Event:

- ☐ Attend PTO meeting after your event to provide final report
- ☐ Follow up with volunteers with thanks and ask suggestions/likes for following year.
- ☐ Fill out End of Event Chair Report and email it to manoaptohavertown@gmail.com
 - Report document can be found at www.manoapto.org/help
- ☐ Submit reimbursement at www.manoapto.org/money