

## SBS PTA Event Planning Checklist:

- When and where is the event taking place. If it's at school, then the date needs to be discussed with the office. If it's at an outside venue, confirm availability.
- What else is needed for the event: DJ, catering, food, photographer, tents, tables, chairs... Find a venue and confirm if date and time are available, how much it will cost, how much is the deposit & when is the balance due (must have an invoice before Treasurer can write out a check).
- Create a Save the Date flyer and/or event flyer. Details: date, time frame, price and RSVP date and any other details needed...
- Is there a minimum attendance to have the event? If yes, when do we need to have this number by to confirm or cancel the event?
- If at school, is there going to be liquor / beer / wine? If yes, you need liability insurance from the Diocese of Trenton. Please fill out form and give to Treasurer, so it can be mailed with a check at least **2 weeks before event**.
- If at school, do you need tables and chairs to be set-up and taken down, contact the custodial staff with details and ask what they will charge us.
- If you are having a raffle / gift baskets / 50/50... you will need permits and licenses. You need to contact the PTA President & Vice President ASAP and ask them to contact the town for these. Please submit the receipts for payment.
- Can supplies be donated to save money on baskets, prizes, food...
- Create and send out a volunteer list asking for help with setting up the event, check-in, door sales, selling 50/50, baskets, clean-up...
- If you need start up cash, **submit a Start-up cash form to the Treasurer 1 week before event**.
- At the end of the event, all money is to be counted separately. I ask that you please fill in a separate **Money Collection Form** for each sub-category of the event (ex. door sales, 50/50, raffle...). You need to fill out and sign the form after counting the money. All the money and form for that sub-category must be in an envelope and dropped into the PTA safe immediately.
- All expenses / receipts for the event need to be submitted **no later than 1 month after event**. Fill out a **PTA Payment Request Form**, attached all your receipts and place in an envelope marked "Attention: Jennifer Rodriguez, PTA Treasurer". I ask that you please email me at [jenna.attanasio@yahoo.com](mailto:jenna.attanasio@yahoo.com) to let me know you have submitted your receipts.

Thank you for volunteering your time to run an event. Have fun & Godspeed!!!