

**EVENT TIMELINE**

**1 Month Before:**

* Contact your PTA board representative (see flow chart) with any questions and invite to first meetings
* Contact Principal to review plan for event
* Contact Custodian & Office
  + Meet with Custodian to review facility needs and discuss any district items that need to be borrowed. Allow time for ordering.
  + Turn in Facility Request Form to Kim Vermillion
* Send out meeting dates and times to your committee members. Contact Wendy Harmon for a list of your committee members.
* Any contract valued at more than $500 needs to be signed by two board members (i.e. Dj, Catorer,etc.)
* Consider using the TCPS 4th and 5th Student Leadership Group and/or middle or high school student volunteers. Speak with Principle to start the process.
* Online pre sales Web Site must be live two weeks before your event. We need at least 1 week to create your website and link it to the PTA page. Contact: Christy Rheim, [riehmhouse@mac.com](mailto:riehmhouse@mac.com) with the follow information:
  + Date/Time
  + Location
  + Admission Fee
  + Items for sale/ limited number of sales
  + food available
  + Attach a PDF flyer or clip art she can use to create consistency with the event and your web site

**Advertise Your Event:**

* Utilize HelpCounter (volunteer website) to communicate with your volunteers. Contact: Wendy Harmon: wendy.harmon@comcast.net
* Trillium Bulletin Board- send your flyer or other details to Julie Fewell, j.fewell@comcast.net
* PTA face book (post yourself)
* PTA Web Page: Christy Rhiem, riehmhouse@mac.com
* Trillium Tweet: Beth Schreck, beth.schreck@gmail.com
* Take home folder flyer (get board member approval prior to making copies)

**2 Weeks Prior to Event:**

* Make Signs: Check in, check out, pre paid VIP lines, games, recycling, Raffles, costs, food.
* Verify that volunteer request is sent out
* Request Petty Cash and Cash Box- Turn form into Treasurer Mailbox
* Notify Treasurer of any checks that need to be ready the night of the event to pay Vendors

**A 2-3 Days Prior to Event:**

* Request Volunteer Sign up Stations final copy via email from Wendy Harmon
* Request Final Pre Pay Online Sales report from Kari [Baltz, karibaltz@comcast.net](mailto:Baltz,%20karibaltz@comcast.net)

**Night of Event:**

* Have a hard copy of volunteer sheets, stations, and times available and check in area. Designate a check-in area for volunteers and have a person there to educate and direct them to their duty areas.
* Immediately after event, prepare your financial deposit with your board member and co-chair present.
* Drop Deposit in safe before end of the night

**1 Week Post Event:**

* Send a thank you to your volunteers or any donors (we have thank you cards available to use in PTA cupboard)
* Fill out Event Summary, survey your committee for feedback, jot down ideas for the next year
* Save all newly used documents into the PTA DropBox
* Attend next General PTA meeting to report on your event
* Turn in all receipts for reimbursement- multiple receipts can be attached to 1 request form. Put in treasurer mailbox

**Avoid:**

* Don’t use latex balloons or any latex products
* Don’t use bounce houses or blow-up equipment
* Don’t use glitter
* Don’t use hay indoors
* Don’t go over budget
* Don’t forget to submit your receipts for reimbursement within 30 days of your event. Multiple receipts can be attached to 1 reimbursement form.
* Typos and misspelling! Have your Board Member approve final flyers before sending out