

# LORING PTO

## Event Planning Checklist

### **\*BEFORE THE EVENT\***

#### **Getting Started:**

- Review event's Dropbox files for planning documents and flyers (PTO Chairs can grant you access)
- Ask [PTO Treasurer](#) for your event's budget, pricing for tickets/food, and online payment system

#### **Logistics:**

- To book a Loring space, contact Mrs. Cook and fill out a [Building Usage Form](#)
- [Check with SED](#) about after-school cafeteria or gym use; talk to custodians about equipment
- For cash boxes/to pay vendors, fill out a [Request for Disbursement Form](#) **one week before event**

#### **Supplies:**

- Check the PTO closets behind the dining room stage to see what supplies are available
- Purchase needed supplies (save receipts!) using *Tax Exempt Certificate\** (email [Treasurers](#) for form)

#### **People Power:**

- Create a SignUpGenius for volunteer recruitment if needed (<http://www.signupgenius.com>)
- Send SignUpGenius to the [Webmaster](#) to be added to the <http://www.loringpto.org/signups>

#### **Publicity:**

- Create a Publicity timeline that includes fliers for red folders, Thursday Notices, blasts if needed, & Loring PTO Facebook page
- Create photocopies for red folder as needed using photocopy guidelines

### **\*AFTER THE EVENT\***

#### **Money:**

- Sort and count money collected; fill out a [Deposit Form](#) and remit any funds to the Treasurer
- Fill out a [Request for Disbursement Form](#) if needed and submit to the Treasurer

#### **Celebrating Success:**

- [Submit photos](#) to the TV school monitor, Yearbook, and/or Facebook
- Thank volunteers via email and in the [Thursday Notices](#)

#### **For Future Planning:**

- Check in with your PTO [Co-Chairs](#) to share successes, challenges, and tips for next year
- Drop all planning documents, fliers, spreadsheets, etc. into Dropbox or email to the [co-chairs](#)

**THANK YOU FOR ALL YOU DO!!!!**