

Running A PTA Event From Start To Finish

purple: 4-6 weeks prior to event

green: 1-3 weeks prior to event

red: week of the event

blue: 1-2 weeks after the event

- - Notify Kids Co. of dates, times, and space needed
- - Confirm budget for event with PTA Treasurer
- - Complete request for event by completing “Special Event Planning Form” found in the office. Turn in to Cedar Grove Principal
- - Put article about upcoming event in Bear Facts newsletter
- - Create flyer (check with PTA President and/or Volunteer Coordinator if you are unsure if a previous version exists that could be used as a template)
- - Get flyer approved by PTA President and Cedar Grove Principal
- - Recruit volunteers

- - Copy and distribute flyer 7-10 days prior to event
- - Invite staff with a flyer
- - Give flyer to Media Specialist and PTA Webmaster, as well as PTA President for inclusion on school/PTA websites and PTA listserv, respectively
- - Contact Media Specialist and request advertisements on morning news show for 7-10 days prior to event (4 – 6 mentions)
- - Create and put up signs and flyers around school
- - Attend closest PTA meeting to advertise event there, and discuss any needs

- - Copy and distribute follow up flyer (if using) 1 to 3 days prior to event
- - Request through the school office that a schoolwide telephone call (ConnectEd) be placed the evening before the event
- - Assess supplies needed for event and shop accordingly
- - Reconfirm availability of school equipment being used (tables, audiovisual, etc)
- - Send reminders to volunteers via e-mail or phone
- - Hold event

- - Send thank you's to volunteers
- - Take down signs and flyers
- - Make sure all PTA supplies are put in proper containers on the stage
- - Write up article for Bear Facts about event
- - Submit income and receipts to PTA treasurer for reimbursement using proper forms (see PTA website) within 2 weeks of your event
- - Submit report to PTA president or attend next PTA meeting and give report on event
- - Update specific PTA event binder or write up a summary/evaluation sheet for next year

PTA Flyers

All PTA flyers should contain

- a contact person and phone or email address
- date, location, and start and end times of event
- cost, where to send and in what form to submit money in (checks should be made payable to Cedar Grove PTA)
- deadline for returning reservation (if appropriate)
- who is invited
- note that parents must accompany and remain with children during the

event