

Bowman PTA EVENT planning guide & checklist

NAME OF EVENT: _____

This worksheet will help prompt important considerations as you plan and organize your event. Please send any questions you may have to your VP representative and co-Presidents (president@bowmanpta.org).

FYI: The principal has requested that all PTA communication be filtered through the co-Presidents to help her respond in a timely manner so do not contact her directly as she may not be as prompt in her reply.

COMMITTEE CHAIR(S) CONTACT DETAILS

Primary committee chair name: _____

Email address: _____

Phone number: _____

BASIC EVENT DETAILS

First step is to book the date & venue. Once this is approved by the principal you will need to fill out a 'facilities request form' that you can get from the front office or [here](#).

Date(s) of event: _____

Start time: _____ (* Lextended Day is in Gym & Cafeteria until 6PM)

End time: _____ (no later than 8:30PM)

Event Location/s (check all that apply)

Gym

Cafeteria

Classroom

Other _____

In case of snow storm or other unforeseeable complications, please consider whether you need a back-up plan/date(s).

Back-up date if needed: _____

FYI

School rules apply 24/7. Participants are expected to follow school rules at all times.

- respect for school property
- no running or shouting in hallways
- no use of gym equipment (i.e. Basketball)

Front doors will always remain locked. All foot traffic should come through the side entrance (voting doors/west end).

Side doors can be unlocked after 6PM if a request is made in advance

PART ONE CHECK-LIST:

Facilities request form submitted

Read the 'FYI' about school rules

Event details

Now that you have a time and place booked, there are some additional details to cover.

BUDGETING

1. What's your budget?

Do you know what the budget is for your event? Need more? Contact the treasurer treasurer@bowmanpta.org. List what you think you'll need here. Accuracy is not critical. This is just a guide to get you started.

2. Cash box

If you are collecting cash at your event, you will need cash boxes and change

- No
- Yes , # of cash boxes needed _____
- Please let the treasurer know when and how many you need and how much change you need

FLOOR PLAN AND OTHER DETAILS

The custodian(s) will help with the set-up and tear down. For instance, they will pull out PTA tables and other equipment as requested, but advance notice is important so that your event will run smoothly from the start. Please provide a floorplan and equipment needs for your event (this is with more details and more items than the Facilities Request Form). You might not know exactly where everything will go, but it will be useful to have a preliminary map of the space. Show roughly where the tables/other furniture/equipment/waste stations will need to go.

1. Floor Plan

- I have a floor plan
- I need help with a floor plan
- No floor plan yet

2. Equipment needs

- PTA tables , 72"x30"x30"h (14 available).....how many # _____
- Chairs.....how many # _____
- Extension cords
- Sound system & microphone
- Sandwich board
- Projector
- Pop-up tent, 10' x 10' (1 available) (ask VP rep or co-Presidents about getting this)
- Waste Stations (Trash bin/recycle bin/compost bin, see Food section below)..... 1 or 2?
- Other List here:

***If you need additional tables/tents sending an email out asking the Bowman community to lend their personal tables/tents*

FOOD AT YOUR EVENT

1. Will there be food at your event?

YES → go to next question / NO → Free pass to next page!

2. Allergy considerations

Any food you provide or is offered needs to be clearly labeled so anyone with food allergies will know what to avoid AND kids must have an adult with them to take the food.

3. How are you providing food?

Pizza ordering

Catering for the event

Other: _____

4. What are you serving the food on?

The PTA Green Team has a small budget to provide compostable food ware for all PTA events with food. This includes different size plates, bowls, napkins, utensils and cups.

The Green Team also has signs that should be placed with the supply of compostable-ware, asking participants to dispose of them in the compost bins (see next section).

The PTA owns ~20 plastic water pitchers that can be used to serve water at indoor events (can be filled in the cafeteria sinks) and a 5-gallon water dispenser that is great for events outside. To reduce waste, we'd like to avoid having single-use bottled water at any event if possible.

The PTA also owns ~15 black reusable tablecloths if that's something you might need for the tables as an alternative to disposable tablecloths.

5. Food and drink disposal

We'd like to keep the food waste to a minimum and maximize what can be composted/recycled at our events.

Please be sure to notify the custodial staff ahead of time that you'll need the compost bin and recycle bin set up next to the trash can. You'll only need one or at most two waste stations setup to collect the waste, but it's vital that the compost/recycle/trash bins are setup next to each other (no stray trash cans). This can be communicated on the floor plan that you provide.

The Green Team has signs that show generally what items that can be composted, what's trash, and what's recyclable. These should be posted where the waste stations are set up. (Pizza boxes are compostable!)

Since composting at events is a new development (2018), you'll also need volunteers at the waste stations to help attendees properly sort their waste. Plan to add this to your signup genius (see below).

6. Announce what you are doing

We'd like to keep the food waste to a minimum and maximize what can be composted/recycled.

For communication ahead of the event: When it makes sense, please ask participants to bring their own refillable water bottle (potlucks, runs, movie night, field day), and for events like potlucks, ask them to consider bringing their own reusable plates and utensils to reduce the waste.

For communication at the event: It also helps to make an announcement at the event that we are composting and recycling, ask them to pay attention to the signs.

The Green Team is here to help. Contact them at gogreen@bowmanpta.org to coordinate getting compostable-ware, signs, or with any questions you have about food/composting/recycling at your event.

Marketing your event

If you are a seasoned pro, this section may be obvious, but many brave parents are organizing a PTA event for the first time. Go through this section to know what tools are available to help you with your event planning.

Use the checklist below to help you keep track of what you have/haven't yet done.

RAISE AWARENESS OF EVENT AT SCHOOL

You've organized an amazing event and now you want everyone to come and enjoy!

1. Publicize your event/Check out all the ways you can publicize your event at Bowman...

Post event on PTA website (send info to webmaster@bowmanpta.org) and on Facebook page (contact vpcommunications@bowmanpta.org)

Submit blurb and reminder in PTA weekly email announcements msa@bowmanpta.org

Submit event description to the monthly Broadside (submissions due 1 week before the month) broadside@bowmanpta.org

Morning announcements - need to have your blurb approved by principal via PTA co-presidents (plan 1+ week in advance)

If your event is grade level specific - send announcement/reminder through the room parents contact list - contact room parent representative

2. Flyers can ensure every family is given notice about your event, however the PTA is trying to save paper and reduce the amount of flyers sent out. Flyers should be reserved for large/major events, and when possible, printed on ½ sheets.

Plan to send a notice 2-3 weeks in advance. Anything going into student backpacks (such as a flyer) must be approved by the principal via the PTA co-presidents.

Send the final draft of your flyer to the PTA co-presidents (president@bowmanpta.org) to be forwarded to the principal for approval.

Flyers should be printed in 'black & white', but the color of paper is up to you

See <http://bowmanpta.org/get-the-word-out/> for further instructions.

PR YOUR EVENT AROUND TOWN

Some events (like the Adventure Run) are open to the town so here are ways to spread the word through the town. Go to the PTA website for a comprehensive list of easy ways to do this: <http://bowmanpta.org/marketing-your-event-outside-bowman>

Additional considerations

NEED VOLUNTEERS?

You are the chair/organizer for the event, but it doesn't mean you have to do all the work. Delegate and spread the workload.

1. Volunteer sign-up

On the day of the event, you will often need several volunteers to help manage and run things. Sign Up Genius (<http://www.signupgenius.com>) is a great tool that is widely used throughout the Lexington Public Schools.

2. Finding volunteers

Recruit volunteers through Facebook, the website, weekly announcements and grade level class contact lists when appropriate.

RECEIPTS AND REIMBURSEMENTS

Keep receipts for all your expenses. If you need to email photos of receipts to help you keep track, that is fine. To help the treasurer, send a final expense sheet with receipts and who to reimburse at the end.

Contact the treasurer: treasurer@bowmanpta.org

COLLECTING FORMS AND CHECKS

If you are organizing a program that requires forms and checks to be submitted, please read this section to help guide you through what needs to be done.

- Inform the front office the time frame in which you expect to collect the forms or checks
- The front office often will set up a separate collection basket for your PTA event/program to help organize the paperwork you are collecting
- Make it clear on your form who the checks should be made to. Checks should usually be made to 'Bowman PTA' unless your event payment needs to go to an outside vendor
- Make sure you can track forms to student, grade, and class teacher

PARTICIPANT SIGN UP

What kind of sign-up is it?

- Limited seatings/openings (First-Come First Serve)
- Unlimited entries

If you have limited space for your event, please consider using an online registration form where entries can be timestamped. Those who don't make the cut-off can be easily waitlisted and tracked. Paper forms are impossible to prioritize and will lead to unhappy and often confrontational parents.

If you need help with setting up an online form, contact your VP rep.

SETTING UP AT THE EVENT

The PTA has a vertical banner that should be displayed at the entrance to the event. There are also signs that summarize the school use policy for attendants that should be posted where the event is taking place.

The banner and signs are located in the file cabinet drawer in the Bowman lobby. Please make sure they get returned when the event is over.