## **EVENT PLANNING WORKSHEET**

Copper Beech PTA

Use this form and checklist to guide you through the planning of the event. Some items may not apply; leave those sections blank. Turn in your Event Planning Worksheet as part of your Post Mortem Report.

EVENT INFORMATION								
Event			Date			Location		
Coordinator								
Phone			Email					
Co-Coordinator								
Phone			E-mail					
Co-Coordinator								
Phone			E-mail					
Co-Coordinator								
Phone			E-mail					
VOLUNTEERS								
Sign Up Genius Create	n Up Genius Created		Sign Up	Sign Up Genius Approved				
Sign Up Genius Sent out								
FUNDING								
Budget								
Advance Cash Needed?			For?	For?				
# Cash Boxes needed			Checks Needed for Vendors?					
VENDORS								
Company		Phone	e			Item(s)		
Company	Company Pho		ne			Item(s)		
Company		Phone	2			Item(s)		
Company		Phone	2			Item(s)		
Company		Phone	e			Item(s)		
SET UP								
Room Set Up (1):								
Time Needed			Build	ling Permit Request	ted			
Room Set Up (2):								
Time Needed		Building Permit Requested						
Room Set Up (3):								

Time Needed		Building Permit Requested						
c recaeu								
FLYFRO								
FLYERS								
Submitted to Marketing Coordinator (Allow 12 school days for approval and printing process)								
Distribution Date								
PUBLICITY								
Facebook	W	Website						
Skyward Email(s)								
TASKS TO BE COMPLETED								
ACTIVITIES DURING EVENT								
FOOD AND BEVE	RAGES							