

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 Created		Sign Up Genius Approved			
Sign Up Genius Sent out					
FUNDING					
Budget					
Advance Cash Needed?		For?		Amount?	
# Cash Boxes needed		Checks Needed for Vendors?			
VENDORS					
Company		Phone		Item(s)	
Company		Phone		Item(s)	
Company		Phone		Item(s)	
Company		Phone		Item(s)	
Company		Phone		Item(s)	
SET UP					
Room Set Up (1):					
Time Needed		Building Permit Requested			
Room Set Up (2):					
Time Needed		Building Permit Requested			
Room Set Up (3):					

