

**EVENT TIMELINE**

**1 Month Before:**

* Contact your PTA Board Member Liaison (see org chart) with any questions and to invite to first meetings
* Contact Principal to review plan for event
* Contact Custodian & Office
	+ Meet with Custodian (Jose Texta) to review facility needs and discuss any district items that need to be borrowed. Allow time for ordering.
	+ Turn in Facility Request Form to Dawn Gunther
* Send out meeting dates and times to your committee members. Contact Amber Craver, PTA Board VP/Volunteer Coordinator, for a list of your committee members and interested volunteers.
* Any contract valued at more than $500 needs to be signed by two PTA Board Members (i.e. DJ, Caterer, etc.)
* Consider using the TCPS 4th and 5th Student Leadership Group and/or middle or high school student volunteers. Speak with Principal to start the process.
* Online pre-sales and registration (Greater Giving) must be live two weeks before your event. All info needs to be to Greater Giving chairperson (Kari Baltz-karibaltz@comcast.net) 1-1.5 weeks BEFORE you want your event to go live. And at least 1 week before any flyers go home. See Greater Giving Online Event Outline in your binder for more instructions and timeframes.
* **Advertise Your Event:**
* Utilize HelpCounter (volunteer database/email) to communicate with your volunteers. Contact-Amber Craver, PTA Board VP/Volunteer Coordinator, amberdoll55@gmail.com
* Trillium Creek PTA Bulletin Board- send your flyer or other details to Julie Fewell, j.fewell@comcast.net
* PTA face book: Contact-Amanda Stein, Amanda.e.stein@gmail.com
* PTA Web Page: Contact-Christy Riehm, riehmhouse@mac.com
* Trillium Tweet: Contact- Alina Egland, alina.egland@pcc.edu
* Take home folder flyer (get Board Member approval prior to making copies and sending home)

**2 Weeks Prior to Event:**

* Make Signs: Check in, check out, pre paid VIP lines, games, recycling, Raffles, costs, food.
* Verify with Amber Craver that volunteer request is sent out
* Request Petty Cash and Cash Box- Turn form into Treasurer mailbox in work room
* Notify Treasurer of any checks that need to be ready the night of the event to pay Vendors

**A 2-3 Days Prior to Event:**

* Request Volunteer Sign-up Assignments’ final copy via email from Amber Craver
* Request Final Online Pre-sales report from Greater Giving Chairperson- Kari Baltz

**Night of Event:**

* Have a hard copy of volunteer sheets, stations, and times available and check in area. Designate a check-in area for volunteers and have a person there to educate and direct them to their duty areas.
* Immediately after event, prepare your financial deposit with your Board Member Liaison and co-chair present.
* Contact Board Member to Drop Deposit in safe before end of the night

**1 Week Post Event:**

* Send a thank you to your volunteers or any donors (we have thank you cards available to use in PTA cupboard)
* Fill out Event Summary, survey your committee for feedback, jot down ideas for the next year
* Save all newly used documents into the event folder on DropBox
* Attend next PTA General Meeting to report on your event
* Turn in all receipts for reimbursement- multiple receipts can be attached to 1 request form. Put in Treasurer mailbox

**Avoid:**

* Don’t use latex balloons or any latex products. Don’t use glitter.
* Don’t use bounce houses or blow-up equipment, unless you have a valid Certificate of Liability Insurance with WLWV School District. Assure adult supervision at all times.
* No tape, tacks, or Scotch tape is allowed on any floors or walls (including gyms & exterior of buildings). Painters’ tape is allowed.
* Don’t use hay, straw, or bales in doors. These are only allowed in outdoor spaces and are not to enter buildings.
* No mazes or blocking of doorways allowed
* No pets or animals allowed in buildings without School District consent.
* Don’t go over budget…☺
* Remember to submit your receipts for reimbursement within 30 days of your event Multiple receipts can be attached to 1 reimbursement request form.
* **Don’t send out any communication to the school community (List-serv, Social Media, or flyers) without your Board Member Liaison’s approval. Proof-read!**