

EVENT/PROGRAM PLANNING GUIDE

Setting the Date:

1. Immediately after officer/committee chair transition, contact the VP of Programs to determine dates available on PTA Program calendar for the event you are coordinating.
2. Once several possible event dates are determined with the VP of Programs, contact Lori Wood in the office to check the THES calendar.
3. When final event date is determined, contact VP of Programs and Lori to ensure date is on the PTA calendar and THES calendar.

Reserving Facilities:

1. Once the event date has been finalized, fill out a facility use form. Courtney and Lori have copies of these forms in the THES office.
2. Once you have filled out the form, return to Courtney or Lori. Mr. D will approve request, then forward on to the County for approval.
3. The County will then send back a signed copy of the form indicating the date has been approved. The President will receive this verification and forward approved form to you.

Vendor Contracts:

1. All contracts for services need to be signed or co-signed by a member of the Executive Committee. An email from a member of the Executive Committee indicating approval of the contract is an acceptable form of contract acceptance.
2. A copy of the signed contract and/or email acceptance should be attached to the Voucher Request Form when requesting payment for the vendor.

Volunteers:

1. If your event requires volunteers be solicited through nList, you must have your request to the VP of Volunteers at least 4 weeks prior to the event date.
2. This request must include volunteer positions needed, number of volunteers required per position, as well as length of time for each position.
3. Don't forget to include volunteers for set-up and clean-up.

Publicity:

1. Pipeline - Start publicizing your event/program in the Pipeline at least two months prior to the event date.
2. Procedure for flyers in the purple folder:
 - Email a copy of your flyer to the PTA President and Mr. D for approval at least two weeks prior to the date you want to send it out.
 - You must do your own copying and sorting of the flyer to go into the teachers' mailboxes. A list of # of students in each class is on the bulletin board behind the copier. If you are unable to do your own copying, please find a friend or fellow Board member to help you. The PTA copy code is 1379.
 - To be included in the Friday purple folder, all flyers must be in the teachers' mailboxes by noon on Thursday.

Voucher (Check) Requests/Deposits:

1. All voucher requests must be submitted to the Treasurer at least one week prior to the event. For a check to be cut, all information must be filled out on the Voucher Request Form, including cost of item or service, who check should be written to, as well as whether check should be sent to vendor or given to committee chair to deliver in person.
2. Petty Cash - If petty cash is required for your event, this voucher request must also be submitted to the Treasurer at least one week prior to the event.
3. If money is collected at the event, all receipts must be counted and verified by at least three non-committee members. This money and a deposit form must be turned over to the Treasurer the same day as the event so it can be deposited immediately.
4. The PTA has two cash boxes available in the PTA cabinets in the THES copy room to use at an event where money is collected.