

# Event Planning Checklist

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Event Title: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Event Coordinator (s): \_\_\_\_\_

Coordinator Email Address: \_\_\_\_\_

Coordinator Phone #: \_\_\_\_\_

In order to best serve our students and staff, we ask that you follow these steps in coordinating your event:

- Event approved by Principal (MegGwyn@iusd.org)
- Event added to CP Calendar by Marta Thorne (MartaThorne@iusd.org)
- Event added to PTA Calendar (evp@collegепarkpta.org)
- Electronic literature/flyer copy sent to front office for CP website & Weekly Splash (ChristinaKarlin@iusd.org and MartaThorne@iusd.org)  
\*send by Thursday for Friday's Splash
- Electronic literature/flyer copy sent to PTA webmaster for PTA website and Facebook (webmaster@collegепarkpta.org)
- Any emails sent out to families must go through the Room Parent Coordinator (roomparents@collegепarkpta.org) **AND** must first be approved by Principal, PTA President (president@collegепarkpta.org), and PTA Vice-President (evp@collegепarkpta.org)
- Setup Request Form submitted to Mr. Ari (at least 3 days in advance)
- Flyers/signage ordered from Print Shop, etc. (at least 2 weeks in advance)
- Collection Boxes/Envelopes placed in classrooms and office ***before*** flyers are distributed
- Flyers placed in teachers' mailboxes by Thursday at 10:00am to go in Friday folders & extra flyers/signage given to front office
- Event supplies ordered
- Volunteers coordinated