

## **Checklist for School Improvement Event Planning**

\_\_\_\_\_ As soon as you have a project in mind, notify us to begin the planning process.

\_\_\_\_\_ Decide on your date, location, speakers, format, timeframe, and budget. Forward this information (Attached planning form). Be sure to tell your speakers, food and site contacts, etc. that all will be receiving a PO from OHM BOCES and all invoices should be sent to the address listed on the PO. We handle contracts with your speakers as soon as you provide us with the necessary information.

\_\_\_\_\_ Consult with PPD on the development of publicity. It should include the following language:

“Registration costs are aidable through the School Improvement COSER”

“Costs for substitutes and stipends may be aidable under the School Improvement COSER”

\_\_\_\_\_ Immediately following the event:

- ✓ Send original sign-in sheet or roster indicating actual attendance
- ✓ Send copies or a summary of evaluation forms

\_\_\_\_\_ Immediately following the event, PPD will:

- ✓ Pay all the event bills
- ✓ Bill all districts requesting deductions from their School Improvement COSER.
- ✓ Bill all expenses as equally shared cost to districts

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