

## Upper School Event Planning Form

EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

BUDGET COST: \$ \_\_\_\_\_ ESTIMATED COST: \$ \_\_\_\_\_

Volunteers: \_\_\_\_\_

Donations Needed: \_\_\_\_\_

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### **Event Checklist:** (event organizer completes and returns to grade level representative)

- 🍏 **At least one month prior, complete Facility Request Form and Water Order Form.** Facility Request Form is online (<http://www.tampaprep.org/facilityrequest>). If drawings for table placement are needed, submit that to Melissa Thomason at the front desk. Contact Melissa ([mthomason@tampaprep.org](mailto:mthomason@tampaprep.org)) if you have questions about the online Facility Request form. Water Forms are near Betsy Zollinger's desk. Water is not charged to the event budget. Waters are 24 bottles per case. Order by the case. Return Water Order Form to Melanie Rodriguez's mailbox.
- 🍏 **At least three weeks prior, compose email.** Provide details of event for distribution to parents via the School email system. Information should include: date/time/location/grade level/specific quantities and contact info if donations are needed/RSVP instructions, if any. Send email to Ashley Ise, US Coordinator, for review and be sure to specify when you want the email and reminder sent. Ashley will send along to Donna Hatton, Communications, for distribution and reminder email.
- 🍏 **Two weeks prior, reserve paper products, etc.** Email Dionna Doss (<mailto:ddoss@dionnadoss.com>) with requests for what quantities of what you will need and when. This is very important!
- 🍏 **Two weeks prior, if a check is needed in advance, submit reimbursement form, along with estimate minus sales tax,** to Barb Hood, TPPA Treasurer at [bbhood@mindspring.com](mailto:bbhood@mindspring.com). Note: a check in advance can be sent along with a Tax Exempt Form, saving 7.5% on your costs.
- 🍏 **One week before the event, make posters and post reminders signs for students** (blue tape only and no posting on windows. Recommended locations: each floor of the main stairwell, bulletin boards, each wing of the 2<sup>nd</sup> and 3<sup>rd</sup> floors).
- 🍏 **Immediately after event, complete and submit any remaining receipts and reimbursement form** to Barb Hood, TPPA Treasurer, in the TPPA mailbox or via email at <mailto:bbhood@mindspring.com>.
- 🍏 **Immediately after event, make and record notes/suggestions on the Upper School Event Report** and submit to the grade level representative.