

Checklist and Guidelines for Planning PTO Events

Checklist:

- Review reports and all other information in binder from last year's event
- Select a committee from volunteer list and pick committee chairs
 - Everyone on the volunteer list must be asked to participate on the committee***
 - Enlist a committee treasurer for your event. Essential!!
- Determine a task list with a timeline and confirm date with PTO Board
- Develop a budget of estimated income and expenses and get PTO approval of contracts
- Coordinate solicitation plan with Co-Vice Presidents for South/West and Central
- Meet with entire committee
 - invite PTO Co-Presidents, Treasurer and VP
- Develop a publicity plan
 - get approval from PTO Co-President for all publicity materials
- Meet with committee chairs on an on-going basis

- Immediately after the event, thank you letters should be sent to all contributors. A special package that includes an ad book or any other publicity about the event, which depicts its success, is also nice to send to the large business donors.

Pre-Approval Process

The PTO Co-Presidents, prior to usage, must approve anything that is going to be mailed or displayed to a mass audience in reference to the event. This includes solicitation letters, invitations, posters, village signs, etc. **Please allow a couple of extra days for production of these pieces for approval.**

Never sign a contract. Please forward contracts to the PTO Treasurer.