

# How to... Plan an Event

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There are many steps involved in planning and preparing for an event. See the Project Planning section for an overall template to help you lay out and organize all the pieces. Here are some tips to consider for the event itself:

## **Reserving Space for Your Event**

If your event is during school hours, you must work with the school office to reserve a space. If it is outside school hours, you will need to complete and mail a Facilities Use Request Form to the district office. You need to complete and mail this as early as possible to ensure the best chance for acquiring the space for your event. See the appendix for a copy. The district doesn't typically send confirmation of acceptance, so it is in your best interest to confirm with the district. Check with your VP to see what paperwork they have already taken care of for you.

## **Concessions**

The cost for food as well as any plates, etc., must be covered in your budget. Food can be purchased at Costco or provided by the baking committee. Tables can also be used in the common area. For table set-up, please coordinate with the janitorial staff in advance of the event.

## **Kitchen Use and Staff**

The kitchen can be used to sell food, however a food service employee must be present if any kitchen access is needed - cost of \$32/Hr - minimum 2 Hrs. This includes use of the refrigerator/freezer. The "kitchen technician" is mainly there to supervise and turn on and off equipment. This can be reserved through the districts facilities department with the Facility Use Form and should be confirmed through the school office as well.

## **Janitorial staff**

After hour events that include food or added janitorial clean-up work need to hire an additional custodian. This can be arranged through the facilities department at the district using the Facilities Use Form and should be confirmed through the school office as well. Cost for an extra janitor is \$32/Hr – minimum 3 Hrs; or if notified in advance and ISD is able to find a substitute janitor, then the cost is \$12.55/Hr - minimum 3 Hrs..

## **Bakers and/or hospitality to provide concessions**

Coordinate with the Baking Chairperson. Let him/her know what you need and when you need it. The Baking Chairperson will enlist your bakers accordingly.

## **Paper goods/supplies**

Check PTA storage rooms for paper goods/supplies before purchasing. Unless labeled for an upcoming committee event, you may use these supplies.

## **Commons divider**

If you need the cafeteria/gym opened to one big room, please coordinate with the janitorial staff in advance of the event. Also, make sure you have filled out and submitted the Facilities Use Form indicating both rooms (see the Appendix for a copy).

## **Custodial Help/Clean-up**

Make sure the Cascade Ridge custodial staff is aware of the event and they can help determine if extra staff should be requested. Please have a volunteer clean up crew that will put the space back to the original condition. We don't want to create extra work for the janitorial staff.

## **Incentives/Tips/Gifts**

If you would like to give incentives for participation or gifts as a "thank you", you must first discuss your ideas with your designated VP. Remember to include these costs and necessary tips (for pizza delivery, DJ, etc.) in your budget.

## **501(c)(3)**

When soliciting for donations, it helps for vendors to know that we are a tax deductible organization. The Treasurer can give you the appropriate information the vendor will need for tax purposes. All donations received from vendors for your event should have an In-Kind Donation Form completed (see Appendix for copy). Original white copy to donor and yellow copy to PTSA Treasurer.

## **Audio/visual**

If you need any special equipment, it must be requested in advance so that the janitorial staff can have it set up.

## **Thank yous**

It is your job to work together with your VP to make sure your committee members are thanked appropriately and meaningfully. It may not be meaningful, for example, to list every single person involved with your program or event in the Howler. Perhaps only some key people should be thanked in the Howler. You may use small note cards, a special phone call, the bulletin board as other ways to acknowledge your volunteers.

## **Post-Event Inventory**

After your event or program, be sure to inventory any remaining items and keep track of this in your notes. Return any un-opened concession items to their place of purchase.

## **Last but not least**

All children must be accompanied and chaperoned by an adult for before or after hours events. No unaccompanied children will be allowed to attend. Please remind parents of this when advertising your event.

*Remember – as you go through the process of planning and developing your project, you should ask yourself: “Does this project support our mission statement and the school’s Founding Beliefs – to enhance the learning of all students?”*