

PTO EVENT TO DO CHECK LIST

- Is event approved by PTO President and Principal?
- Set date and get date on calendar with Parish office. Done on _____
- Notify PTO President of date. Done on _____ via (Circle one) email note phone call
- Notify SFA Principal of date. Done on _____ via (Circle one) email note phone call
- Contact Maintenance staff of set up needs, fill out set up form (attached) and submit to Maintenance supervisor at least 2 weeks before event. Done on _____ via (Circle one) email note phone call
- Does event include a lunch for school paid for by PTO?
 - If so, contact Principal, Hot Lunch coordinator, and PTO president to get on lunch calendar. Ask Principal to notify families via newsletter/email/EdLine preferably before hot lunch order due. Done _____ via (Circle one) email note phone call
- Fill out PTO Event form after event (attached) and submit to PTO Treasurer.
- Submit deposit/receipt information to PTO Treasurer with check request form if applicable (attached).

PTO EVENT REPORT

Event: _____

Chairperson(s): _____

SYNOPSIS:

Date: _____

Location: _____

Budget (if applicable): _____

EXPENSES

Main Item: _____ \$ _____

Food: _____ \$ _____

Beverage: _____ \$ _____

Entertainment: _____ \$ _____

Decorations: _____ \$ _____

Prizes: _____ \$ _____

Gratuities: _____ \$ _____

Other/Misc.: _____ \$ _____

_____ \$ _____

Total Expense: \$ _____

INCOME

Total attendance: _____ @ _____ = \$ _____

Raffle tickets: _____ @ _____ = \$ _____

Food/Beverage: _____ @ _____ = \$ _____

Monetary Donations: _____ @ _____ = \$ _____

Other/Misc: _____ @ _____ = \$ _____

_____ @ _____ = \$ _____

Total Income: \$ _____

Net Income: \$ _____

SUMMARY:

Key successful items: _____

Room for improvement: _____

Additional comments: _____

Repeat this event? Yes No If not, suggestion for alternate event _____

Annual Event? Yes No If so, target date to begin planning next year's event: _____

Remaining chairperson for next event? Yes No

If not,

- Please provide information file folder to PTO board member. Date completed: _____
- Please include on back of form a timeline/outline for successful repetition and any key contact names/companies of donors, vendors, etc.