

St. William School

Event Planner and Checklist

Event: _____

Date: _____

This checklist is a general and your event needs may be somewhat different. It was designed to be used as a guide by the new families that chair events at our school. If you are not sure about any of its parts, please contact the PSA or School office for direction.

General Checklist for events

- Check with previous chairperson(s) for notes on last year's event or ideas to guide you're planning - PSA has list of previous chairpeople.
- Check with PSA for date of event. If date is not set - pick a date - keeping in mind school/sports and youth group activities - check with school office for help. Some events run best during specific seasons - check previous date for help. Make sure to work with and notify school office any dates you set.
- Have a few dates in mind - make sure to list all rooms needed for your event - give to PSA president to complete proper paperwork - it's easiest for rectory to work with organization heads. Wait for confirmation of date before sending out fliers.
- If you are organizing a class field trip - see office for field trip packet.
- Make sure your list of volunteers to work event to have Protecting God's Children workshop completed - office has list of parents.
- Design a flier if you want one distributed (template included in this document) through school via email.
- If you want a note in the *Knightly News* advertising your event, create a blurb and send to school office. Your blurb should include event name, when, time, cost, and contact person for questions.
- If you want a blurb placed in the bulletin. Have blurb to the rectory no less than 10 days before the weekend you would like blurb to run.
- Depending on the event - the PSA has a number of decorations to assist you. All decorations are listed on an inventory check-out sheet in the PSA rooms on the 2nd floor of the convent (Just Like Home Day Care adjacent to the rectory). The keys can be signed out in the rectory during normal rectory hours. Please return these keys same day after use in the rectory drop box.

- If you decide to use any of the PSA inventory for your event, check them out making sure to list your name and number. Please clean and return asap to the PSA rooms for use by other PSA organizations.
- Decide if you will need a specific room set-up that you will need maintenance to assist you. There are forms that need to be completed and returned to Dan Sutton no later than 2 weeks BEFORE event. Understand that funerals and scheduled school activities take precedent over set-up/events. You should plan alternate plans in case "special situations" arise. Check with school office for form.
- After you distribute fliers and are waiting their return by participants to your event, check with school office as they will collect school returns. Make sure they understand your cut-off date and policy for late add-ons.
- Save all receipts for your event. You will need to submit ALL with an informal accounting of the funds (see attached example - alter as needed) received/used after the event to PSA Treasurer within a week of event. Make sure all checks are listed and total to be deposited is listed as well as expenses. Contact treasurer to make arrangements for money exchange.
- If there are any special checks that need to be written by the PSA before the completion of event - contact treasurer directly in a timely manner - at least 1 week prior.
- Make sure to complete Event Service List form and return to school office within one week of your event so parents can receive their volunteer credits. If your event is Fun Day or Graduation - you must have form to office by May 15th, 2009 for credit. These families will be on their honor working those last events.
- Decide what kinds of decorations are needed.
- Decide if food will be a part of your event. There are many families that are part of our school that may assist you with food donations or preparations - check with previous chair/PSA for ideas or contacts.
- The key is to start planning early, don't get too stressed, keep the kids at the top of your list, make the day real - NOT extravagant and of course, make it your own! Don't be worried about running the event "as the same as past years". New ideas are what keep our school fresh.

Event:

Date:

Sponsored by St. William PSA

Time: (time? To time?)

Where:

Who: What ages?

Cost: \$? Kid
(checks payable to "St. William PSA")

Description of event:

Questions? Call

Registration Form

Return this form to school or Religious Ed office along with payment:

DEADLINE DATE HERE

Family name: _____ Mom and Dad: _____

Home phone: _____ parent cell: _____

Email: _____

Kids: _____ Age: _____

_____ Age: _____

_____ Age: _____

Total enclosed: # of kids _____ X \$? = _____

Address: _____ Phone: _____

Allergies or medical information we should know:

I can volunteer at this event: _____

