**PTO Event Chairperson Checklist Fort Miami Elementary PTO/Partners in Education**

\_\_Submit facility use permit. Obtained from school office. Includes event date and areas of building to be utilized. Form should be completed as soon as possible.

\_\_Communicate with PTO Board President/Treasurer regarding any major changes to event, i.e. budget, vendors, overall event plans.

\_\_Create/distribute event flyers. Promotion materials must be approved by Principal Lydia Maxfield. In planning, allow one week for approval and distribution of materials. Provide event information to Principal for monthly newsletter and PTO Public Relations Board Member for website.

\_\_Review budget available for event.

\_\_Complete list of materials needed/purchase materials. Determine in advance whether there are any event supplies in PTO closet for use.

\_\_Complete list of services/vendors needed. Secure services/vendors.

\_\_Complete reimbursement forms and submit to PTO Treasurer. Forms are available on PTO web site: <http://ftmiamipto.weebly.com/documents.html>

\_\_Hold committee/volunteer meeting if necessary for larger events at least one month in advance. Include event clean up in planning.

**\_\_**Contact volunteers at least two weeks in advance.

\_\_Solidify volunteer roles and notify/verify with them at least one week prior.

\_\_Secure cash/cash box from PTO Treasurer if necessary for event. Request amount of funds needed and breakdown at least one week in advance to treasurer.

\_\_Event clean up.