

McCarty PTA Event Work Plan

Thank you for volunteering your time!

To make sure we have safe and appropriate events that are in accordance with district and PTA insurance policies, approval of a committee's work plan by the PTA executive board is required.

A detailed plan of your event needs submitted to overseeing VP before it is initiated.

The executive committee will review the plan. Plan may be approved as is, approved but suggestions made, or not approved and require changes. Plans should not be initiated until approved by the board. Monies spent before approval will not be reimbursed.

Please be as specific as possible. Not all questions may pertain to your event.

Event Name & Theme (if applicable) _____

Committee members _____

Event Date & Time: _____

Set up/Clean Up times: _____

Building rooms being used & for what purpose: _____

Cost per student/family & additional charges: _____

Entertainment: _____

Activities: _____

Décor: _____

Food/beverage & providers: _____

Anticipated Number of Volunteers needed: _____

Please list any kid appropriate jobs? _____

Anticipated number of students attending: _____

Any considerations taken for special needs/sensor issues: _____

Feedback (good or bad) from past event is being addressed by: _____

Other details: _____

Reminder: An event summary after event is required.