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**Committee Chair Planning Report**

**COMMITTEE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **YEAR**: 2023-2024

**WHEN IS THE EVENT**? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DESCRIPTION OF EVENT:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHAIRPERSON’S RESPONSIBILITIES:**

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**Initial Report at PTSA Board Meeting:** Please choose from one of the dates below (location is zoom). It is best to present at a meeting that occurs at least 30 days prior to the planning of your event. Board meetings start at 10:00 a.m. Please contact your VP of Volunteers to schedule your Initial Report.

Tuesday, 9/5

Tuesday, 10/3

Tuesday, 11/7

Tuesday, 12/5

Tuesday, 1/2

Tuesday, 2/6

Tuesday, 3/5

Tuesday, 4/2

Tuesday, 5/7

Tuesday, 6/4

**BUDGET**

What is your budget? ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (The most updated budget information is posted on the PTSA’s website on the Finances page.)

Have you submitted a SIGNED Expense Reimbursement Form within 30 days of your event? Yes / No

**Volunteers:**

Have you contacted the VP of Volunteers for an updated list of your volunteers? Yes / No

Have you contacted all of your volunteers and use each of them in some way?

Do you need additional volunteers? If so, contact your VP of Volunteers if you need help finding additional volunteers.

**Marketing:**

**How will you promote the event? (check all that apply)**

\_\_\_ PTSA E-News Publish date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ PTSA Website Posting date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ PTSA Facebook Posting date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Flyers (Kid-Mail) Mailing date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ PTSA Bulletin Board / School Posters

\_\_\_ Room Parent Coordinator

Have you provided updated details and information for the PTSA website? Yes / No

**Status Reports:**

Date(s) of status reports: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Needs:**

Do you have a photographer assigned?

Do you need to reserve space at Creekside for your event? If you will need tables and chairs or any other equipment, please provide this information Please provide a layout for setup.

If you need any other event supplies, have you checked the PTSA office to see what supplies we have available before purchasing? The PTSA office will be stocked with general event supplies, including paper plates, napkins, utensils, table covers, etc. These items do not need to come out of your event budget.

If you are hiring any outside vendors, please confirm with the VP of Volunteers whether an Independent Contractor Services Form is needed.

What is the event layout? If there will be concessions or other activities where you anticipate lines will form, please provide the layout for lineup for customer orders, payment, and student activities? Will you have signage that will clearly designate where lines should form?

Any other questions?

**Event Parking:**

Please contact City of Sammamish to place “No Parking” signs along one side of the main street for big, evening events (usually Halloween Bash and End of Year Party).

**Post Event:**

Have you and your committee volunteers submitted all reimbursement requests within 30 days after the event?

Have you provided a recap of the event and photos to our communications teams for publication?

Have you completed the Event Follow-Up Worksheet?