

Gunpowder Elementary School PTA Event Timeline

8-12 Weeks Prior to Event

- Touch base with Executive Officer overseeing your committee
- Submit written Plan of Work and confirm approval of Plan and projected expenses
- Select date & location
- Complete BCPS paperwork to secure date/location
- Organize committee
- Schedule follow up committee meetings
- Review & allocate budget
- Determine timeline of tasks
- Decide theme
- Divide committee into task areas – determine lead for each task
- Book vendors (if applicable) – get quotes from three vendors for comparison/negotiating purposes
- Submit written report to Board of Directors or attend meeting and provide report of progress

4-8 Weeks Prior to Event

- Touch base with Executive Officer overseeing your committee
- Confirm BCPS Use of Facilities approval
- Create flyers, solicitation letters, etc. and submit to PTA President and Principal for approval
 - Event date/time
 - Volunteers
 - Donations
 - Include name, phone, email, student name and teacher and RSVP deadline (if applicable)
- Solicit for donations
- Distribute flyers to student/parent population
 - Requests for volunteers
 - Requests for donations
 - Information on date/time of event & RSVP requests

- Follow up with sub-committee chairs on allocated tasks and progress toward completion
- Review budget – spent versus remaining; proposed budget adjustment if necessary
- Email copies of all flyers to PTA Webmaster and Newsletter Chair for inclusion on website and in PTA newsletter

4-6 Weeks Prior to Event

- Touch base with E.O. overseeing your committee
- Flyers and event info out to community for publication (i.e. supermarkets & church bulletins)

2-4 Weeks Prior to Event

- Touch base with E.O. overseeing your committee
- Continue with solicitations and donations efforts
- Confirm vendor participation – provide deposits/payments if required
- Create “day of” logistics plan – include layout, set up and break down, point of contact for each task on day of event
- Determine plan for inclement weather – if applicable
- Create a volunteer schedule – include set up, during event, and clean up

1-2 Weeks Prior to Event

- Touch base with E.O. overseeing your committee
- Request a cash box – if applicable
- Submit vendor invoices for payment
- Contact volunteers and confirm schedule/donations
- Assemble any give aways – if applicable

1-2 Weeks After Event

- Touch base with E.O. overseeing your committee
- Send out thank you notes
- Submit article for PTA Newsletter – include thank you to vendors, donors, and volunteers
- Compile notes for next year’s committee chair – include copies of all flyers, letters, timelines, etc.