

EVENT PLANNING WORKSHEET

Our goal as PTA volunteers is to offer a well thought out, inclusive and successful event. Use this form along with the Torrance Council of PTAs Diversity, Equity & Inclusion Toolkit to help you plan your events with that goal in mind. Let's get started!

Attach separate sheet(s) if more space is required for any section

EVENT / FUNDRAISER / PROGRAM TITLE:	
Chairperson(s):	
Email & Cell:	
Location:	Date and time:
Description/Notes:	

STEP 1: Ask PTA president if they have filled out the Accessibility & Inclusion Worksheet, found at www.TorranceCouncilofPTAs.org/inclusion. The worksheet captures all school demographics including languages spoken and other needs. Use the worksheet to help plan events that support everyone in your school population.

CHECKLIST: Check when completed (if applicable)

Unit & School Approval

- OK with PTA budget
- OK with calendar
 - School/PTA
 - Religious/Cultural Holidays
- OK with insurance
 - Red light, green light consulted
 - Permission Slips
- Raffle Registered with California
- Staff input received
- Facility Use Permit secured

Logistics & Support

- Podium/Microphone
- Flag
- Volunteers confirmed
- Hospitality
- Parking logistics
- Signage
- Special Accommodations for students
 - Noise Sensitivities
 - Mobility Concerns
 - Accessibility Needs
 - Closed Captioning

Logistics & Support Cont.

- Translation Needs
- Interpretation Needs
 - Headsets Interpreter secured
 - American Sign Language

Publicity Considerations

- Invitations
- Email notification sent
- Social media
- Press release via TUSD
- Evaluation for

APPROVALS REQUIRED: Check and date when completed:

- Date program approved by Executive Board: _____
- Date program approved by Association: _____
- Date event plan approved by Executive board: _____ *(event plan must be approved before monies are spent)*
- Date funds released by association: _____
- Date contract approved by association (write N/A if not applicable): _____

EVENT INCOME AND EXPENSES

Budgeted income: \$ _____

Budgeted expense: \$ _____

Is this a self-funding event? Yes No

List income and expense categories and estimates. Include things such as facility use permit, flyers, handouts, copy fees, nametags, refreshments, signs, presenter, publicity, audio/visual, etc.

Income		Expenses	
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total estimated income:	\$	Total estimated expenses:	\$

COMMITTEE MEMBERS

Committee members are appointed by the president and ratified by the executive board

1.	5.
2.	6.
3.	7.
4.	8.

SPECIAL CONTACTS (JUDGES, SPEAKERS, SERVICE PROVIDERS)

Name	Contact Information

CATERING

Name of Company:	Contact Information:
Cost per person:	Tip Amount:
Tax Amount:	Delivery Charge:
Menu Options:	