

# RHSA PARTS Event Checklist

<b>EVENT / PROJECT / LOCATION:</b>	<b>DATE:</b>
<b>CHAIR/PROJECT LEADER:</b>	<b>EMAIL or PHONE:</b>

<b>WHAT WILL WE SELL (OR OTHER SOURCE OF REVENUE)?</b>
<input type="checkbox"/> Food / drinks: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Candy grams <input type="checkbox"/> Roses <input type="checkbox"/> Drawing tickets <input type="checkbox"/> Event tickets @\$ _____

<b>WHAT IS OUR PLAN?</b>	
<b>TO DO</b>	<b>WHO IS HANDLING?</b>
<input type="checkbox"/> Write email to send via SchoolLoop.....	
<input type="checkbox"/> Design/produce flyers.....	
<input type="checkbox"/> Gazette: <a href="mailto:editor@gazettes.com">editor@gazettes.com</a> .....	
<input type="checkbox"/> PT <a href="mailto:ptnews@presstelegram.com">ptnews@presstelegram.com</a> (put "Community News" in subject)..	
<input type="checkbox"/> PARTS website (send details to <a href="mailto:rhsaparts@gmail.com">rhsaparts@gmail.com</a> to post) .....	
<input type="checkbox"/> PARTS Facebook Fan page.....	
<input type="checkbox"/> Make sign for event.....	
<input type="checkbox"/> Other (describe):	
<input type="checkbox"/> Contact Ms.Lopez for permission to sell grams/food	
<input type="checkbox"/> Determine tasks and number of volunteers (need 2 per shift minimum for counting funds) and students to deliver grams (if applicable)	
<input type="checkbox"/> Determine budget for items to buy and fill out estimate for vote below	
<input type="checkbox"/> Make list of donated items to request from parents (through email), i.e.: <input type="checkbox"/> Bottled water (____ cases) <input type="checkbox"/> Paper goods (type/qty) <input type="checkbox"/> Other	
<input type="checkbox"/> Prepare letter/form to take/send to businesses for donations for prize drawings (see prior samples)	
<input type="checkbox"/> Plan for Set-up: <input type="checkbox"/> Poster sign (for sign holder) <input type="checkbox"/> Table(s)/chairs <input type="checkbox"/> Tablecloths <input type="checkbox"/> Cashbox & cash counting forms (& Summary if more than 1 cash box) <input type="checkbox"/> Pens <input type="checkbox"/> Other:	
<input type="checkbox"/> Flyers to hand out at this event to promote the NEXT event (or meeting)?	

<b>TO BE PURCHASED**</b>		<b>VOLUNTEERS* NEEDED</b>	
Item description	Estimate	Dates & description of task	How many?
Anticipated budget:	\$		

NOTES: \_\_\_\_\_