



**St Elizabeth Parish School Home & School Association
Event Checklist**

NAME OF EVENT: _____

This worksheet will help prompt important considerations as you plan and organize your event. New events must be presented at HSA Meeting and/or approved by the Principal.

COMMITTEE CHAIR(S) CONTACT DETAILS

Primary committee Co-chair name: _____

Email address: _____

Phone number: _____

Primary committee Co-chair name: _____

Email address: _____

Phone number: _____

BASIC EVENT DETAILS

First step is to book the date & venue ASAP. You may need to check with the School & Parish calendars.

Date(s) of event: _____

Start time: _____

End time: _____

Event Location/s (check all that apply)

- Gym
- Social Hall
- Classroom
- Church
- Courtyard (outside of Church)
- Other

In case of snow storm or other unforeseeable complications, please consider whether you need a backup plan/date(s).

Back up date if needed: _____

MORE DETAILS (if this is more of a program than an event, jot your ideas here):

Event details: *Now that you have a time and place booked, there are some additional details to cover.*

BUDGETING

1. What's your budget? *Remember each event is self-funded, but may have an expense cap*

Do you know what the budget is for your event? List what you think you'll need here as guide to get you started. Consult with the Treasurer & Principal.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. Cash box

If you are collecting cash at your event, you will need cash boxes and change

- No
- Yes
- Amount / denominations of petty cash, if needed _____

FLOOR PLAN AND OTHER DETAILS

Advance notice is important so that your event will run smoothly from the start.

Please provide a floorplan for your event. You might not know exactly where everything will go, but it will be useful to have a preliminary map of the space. Show roughly where the tables/other furniture/equipment will need to go.

1. **Floor Plan**

- I have a floor plan
- I need help with a floor plan
- No floor plan yet

2. **Equipment, Media, Supplies Needs**

- Consider what equipment your event will require

- Sound systems, visual aids, power supplies (i.e. speakers, tv, microphone, etc)
- number of tables, chairs, trash cans, etc
- Submit an email to Liz Oulton (eoulton@stelizabeth.org) at least one week in advance, requesting equipment and set-up needs.

SUPPLIES

- Paper products *each group supplies own*
- Décor (balloons, signage, etc) *each group supplies own*

FOOD AT YOUR EVENT

*When preparing food on site, a person with a food handlers license must be present
Food Servers must follow Covid requirements (masks and gloves)*

1. Will there be food at your event?
 Yes No
2. Any food you provide needs to be clearly labeled so anyone with food allergies will know what to avoid
AND kids must have an adult with them to take the food.
3. When preparing food on site, a person with a food handlers license must be present
4. Food Servers must follow Covid requirements (masks and gloves)
5. How are you providing food?

Determine Vendor contacts & Order Deadlines where applicable & note for future reference (see last page)

- Ordering
 - Preparing On-Site
 - Catering for the event
 - Other:
-

MARKETING YOUR EVENT

If you are a seasoned pro, this section may be obvious, but many brave parents are organizing an HSA event for the first time. Go through this section to know what tools are available to help you with your event planning.

Use the checklist below to help you keep track of what you have/haven't yet done.

RAISE AWARENESS OF EVENT AT SCHOOL

You've organized an amazing event and now you want everyone to come and enjoy!

1. Publicize your event

Publicize your event at St. Elizabeth by submitting the event description to Kathleen Brady (kbrady@stelizabethparish.org), who, with the Principal's approval, will

Post event on St. Elizabeth School Facebook/Instagram pages

Create Flyer and/or Invitation to be sent in Thursday Communication Email

Flyers must be submitted by Tuesday for Thursday Communication

NEED VOLUNTEERS OR DONATIONS?

You are the chair/organizer for the event, but you will probably need helpers! Delegate and spread the workload.

1. Volunteer sign-up

Send this out at least a week in advance to help organize volunteers who will help manage and run things. If you need helping hands beyond your HSA committee members, Sign Up Genius is great tool that is used throughout the St. Elizabeth School to organize donations or volunteers

2. Finding volunteers

You may also need to recruit volunteers through Thursday communication, school messenger or grade level class contact lists when appropriate.

RECEIPTS AND REIMBURSEMENTS

Keep receipts for all your expenses. To help the treasurer, please submit the St. Elizabeth HSA Reimbursement Form, with the receipts attached, to stehsa@stelizabethparish.org. *The Parish Business Office requires original receipts for auditing purposes.*

COLLECTING FORMS AND CHECKS

If you are organizing a program that requires forms and checks to be submitted, please read this section to help guide you through what needs to be done.

- Inform the front office the time frame in which you expect to collect the forms or checks
- Make it clear on your form who the checks should be made to. Checks should usually made to “St. Elizabeth” unless your event payment needs to go to an outside vendor
- Make sure you can track forms to student, grade, and class teacher

PARTICIPANT SIGN UP

What kind of sign-up is it?

- response required, with order form and payment
- response required, without order form or payment
- No response required

A big thank you goes out to all our wonderful parents and supporters who donate volunteer hours to the Home & School Association. It is only through your contributions that we are able to bring quality programs to St. Elizabeth Parish School. Thank you!

