

A hand is shown holding a wire whisk over a large metal bowl filled with whipped cream. The whisk is positioned as if it has just finished mixing or is about to mix the cream. The background is dark, and there is a teal triangular graphic in the top right corner.

WHIPPING UP A SUCCESSFUL EVENT

**2nd PTA Meeting
November 6, 2017**

KEY INGREDIENTS



Idea

Place

Volunteers

Advertising/Marketing

Shopping Lists

Plan

Numbers



IDEA

Pick 1

Make an initial plan

(when, where, why, who)

Find support

Examples

PLACE

Book in advance

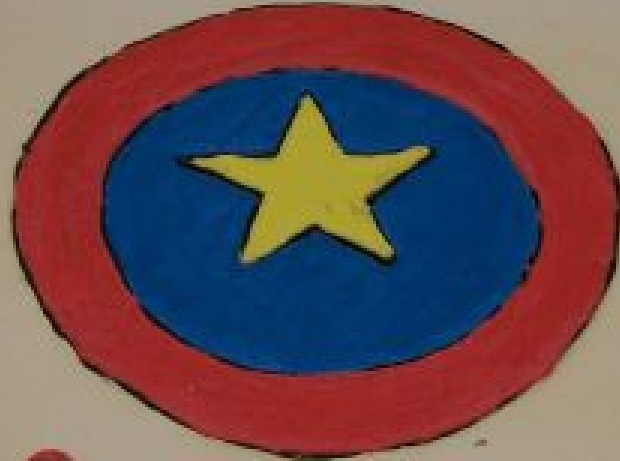
Choose a convenient time

Date



VOLUNTEERS

Our Volunteers Are



Parents

College students

High School students

-Pick Up Items

-Setup/Cleanup Crew

-Food servers

-Lead activities

Superheroes!

ADVERTISING/MARKETING

Free?

Admission Fee?

In advance?

Flyers

(when, where, why, who, \$\$)



SHOPPING LISTS

Estimate??

Keep all receipts



PLAN

Day of Event
Schedule:

- Volunteers
- Activities
- Segments

BACKUP Plan



NUMBERS

Keep records of:

- Volunteers
- Attendees
- Adults vs. kids
- Items used/leftover
- Receipts
- Money collected/spent



FEEDBACK

The image shows a collection of star-shaped markers on thin metal wires, scattered on a light-colored surface. The stars are in two colors: pink and black. Some stars are attached to wires, while others are loose. The wires are thin and metallic, and some are bundled together at the bottom right. The background is a plain, light-colored surface.

Fill in forms

Pictures

Issues/problems

UPCOMING EVENTS/VOLUNTEER OPPORTUNITIES

Elementary School Lunch helpers

Fall Sports Event November 7, 2017

Ronald McDonald School Show December 6, 2017

Father Son Basketball Jan 20, 2018

Movie Night Feb 23, 2018

Mother Daughter Brunch April 21, 2018

Bake Sale May 10, 2018



HOW CAN YOU HELP?

- Attend Meetings
 - Join E-mail list
 - Volunteer, bake, drive...
 - Like us on Facebook!
 - Bilingual? Help translate flyers
 - Become an active member
- SHARE YOUR IDEAS!!!!

THANK YOU! ANY QUESTIONS?????

