Whipping Up a Successful Event

2nd PTA Meeting
November 6, 2017
Key Ingredients

Idea
Place
Volunteers
Advertising/Marketing
Shopping Lists
Plan
Numbers
Pick 1
Make an initial plan
(when, where, why, who)
Find support
Examples
Book in advance

Choose a convenient time

Date
VOLUNTEERS

Parents
College students
High School students
- Pick Up Items
- Setup/Cleanup Crew
- Food servers
- Lead activities

Our Volunteers Are
Superheroes!
ADVERTISING/MARKETING

Free?
Admission Fee?
In advance?
Flyers
(when, where, why, who, $$)
Shopping lists

Estimate??

Keep all receipts
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

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?????