



# Event Checklist for Chairs

As a PTIC Chair, attendance by you OR your co-Chair(s) to all PTIC meetings is required.

**(NOTE: ALL chairs attend the kick-off meeting in August.)**

It is essential for Chairs to promote school advocacy and work respectfully with other committees, PTIC Execs and school administration/staff. All Chairs must be active PTIC members.

Task	Timing	Status
<b>Pre-Planning</b>		
Submit Calendar dates & Event Request forms to PTIC Execs <i>Email to <a href="mailto:roxptic@gmail.com">roxptic@gmail.com</a> Subject: Event Request - {Committee Name}</i>	July 1st	
Submit Budget Request to PTIC Execs <i>Email to <a href="mailto:roxptic@gmail.com">roxptic@gmail.com</a> Subject: TREASURER: Budget Request - {Committee Name}</i>	July 1st	
Budget approved by PTIC Execs	August 1st	
<b>Planning</b>		
Validate event/activity is displayed in school calendar	August 10th or 2 months prior	
If the event is held off school property, ensure appropriate insurance forms are received by/from DCEF <i>If you need one, email <a href="mailto:roxptic@gmail.com">roxptic@gmail.com</a> with Subject: Insurance Request - {Committee Name}</i>	1 month prior to event	
If you need to pay a vendor at the event, submit a Pay Voucher form <i>Email to <a href="mailto:roxptic@gmail.com">roxptic@gmail.com</a> with Subject: TREASURER: Pay Voucher</i>	4 weeks prior to when check is needed	
Create volunteer schedule and recruit volunteers with Sign Up Genius. NOTE: All volunteers must have a completed volunteer agreement on file with the school for the current year (this may require background checks).	3 weeks prior to event	
Fill out Communication Form <i>Email to <a href="mailto:roxptic@gmail.com">roxptic@gmail.com</a> with Subject: SECRETARY: Communication Request</i>	at least 1 month prior to event	
If required, create Participant Waiver (required for bounce houses) for event	Available at event	
Coordinate 4'X8' banners in the street corner to advertise your event (if applicable)	Week of event (order new 1 month prior)	



Confirm volunteers and/or participants and send final volunteer schedule/session information via e-mail.	Week of event	
Take lots of pictures during your event including one of all Chairs and send to Yearbook committee.	During and after event	
<b>Post Event</b>		
Submit Pay Voucher forms in order to be reimbursed and original receipts or invoices to the PTIC Treasurer mailbox at either school OR email to <a href="mailto:roxptic@gmail.com">roxptic@gmail.com</a> with Subject: TREASURER: Pay Voucher <b>Expenses cannot exceed approved budget.</b>	Within 1 week after event	
Submit deposit form and checks/cash to the PTIC Treasurer mailbox at either school.	Within 1 week after event	
Create Event Report including pictures and submit to Exec Sponsor	Within 1 week after event	
Conduct post-mortem meeting and create report for future Chairs	Within 2 weeks after event	

Thank you for your continued commitment to kids and their education thru PTIC success!