

2023/2024 PTO Event Checklist

- Present plans to PTO Board prior to event (1- 3 months before, depending on planning needs); refer to Event at a Glance for date confirmation.
- Provide details to PTO Board for any event changes. Significant changes may require Principal/District approval.
- Blog / Website / Facebook / Instagram approval to PTO President & Corresponding Secretary for flyers and advertising no later than the Friday the week before publication.
- Submit any special “advertising” requests:
 - Student Council ~ contact Leslie Norman (lnorman@kcsd96.org)
 - Morning Announcements/TV monitors ~ to Amanda O’Kerns (aokerns@kcsd96.org), be sure to include details and/or script
- For pre-orders/volunteer forms in Membership Toolkit, send request with pricing details, options needed to Lisa Wolken at lisawolken@gmail.com.
- Send volunteer notification reminders. Lisa Wolken can provide your volunteer list from Membership Toolkit.
- Provide a list of volunteers to front office for name tag preparation at minimum one week in advance.
- Submit a cash box request to Caroline Chang via [online form](#).
- Submit check requests needed prior to event to Matt Rapaport via [online form](#). Reimbursements can be submitted after the event using the same form.
- Prepare Event Layout Request Form and provide to Amanda O’Kearns (aokerns@kcsd96.org) and Tracey Wright (twright@kcsd96.org).
- Determine if there are any Event supplies in the PTO Closet (in Orchestra room) for use before purchasing additional supplies (e.g., paper goods, signage, office supplies). Amanda & Tracey can provide the key.
- After event, present a summary to the PTO board including profit/loss and overall event outcomes. Refer to Event at a Glance for date.
- Refer any questions to your PTO Board Liaison and/or kildeerPTO@gmail.com.

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