



Crystal Lake School PTO Event Checklist

Please ensure you are using the correct checklist; either

**During School PTO Event Checklist or
Non-School Hours PTO Event Checklist**

During School PTO Event Checklist

Tasks	Completed
Understand the budget available for your event.	
Form the event committee.	
Provide the principal (John Powell), administrative assistant (Nicole Boske), nurse (Andrea Maningas) and head custodian (Jeff Schiavetti) with event information (date, time, location, etc.); ensure no conflict and adequate adult participation at least two weeks in advance.	
Set the event date at least two weeks in advance with this completed form; ensure it doesn't compete with other school activities, classes.	
Formally reserve the school location for your event through the "Request Facility Use" on the school's website (ellingtonpublicschools.org).	
Determine if a constable through the Ellington Resident State Trooper's Office needs to be hired. Note, for events with more than 75 attendees an officer will be needed and the paperwork needs to be submitted at least two weeks prior to the event.	
Classroom events permission slip sent home with what is being served or activities taking place. School wide events (ex field day) please notify the nurse at least 1 week prior to the event. Parents of students with known allergies will be contacted by the nurse to come up with an alternative acceptable snack or permission for them to partake.	
Remind any volunteers for events that they must complete a EPS Volunteer Application before volunteering for events held during school hours.	
Send an email out to parents about any disabilities so we can provide alternate reasonable accommodations.	
Provide a backup/cancellation plan/weather alternative date. Please note that the principal or other administrator/designee has the authority to cancel any CLS event as deemed necessary.	

Non-School Hours PTO Event Checklist

Tasks	Completed
Understand the budget available for your event.	
Set the event date at least two weeks in advance with this completed form; ensure it doesn't compete with other school activities.	
Provide the principal (John Powell), administrative assistant (Nicole Boske) and head custodian (Jeff Schiavetti) with event information (tentative: date, time, location, etc.); ensure no conflict.	
Set the event date; ensure it doesn't compete with other school activities. Confirm with the principal (John Powell), receptionist (Nicole Boske) and head custodian (Jeff Schiavetti) with event information (date, time, location, etc.)	
Formally reserve the school location for your event through the "Request Facility Use" on the school's website (ellingtonpublicschools.org). Ensure Maximum Capacities are not being exceeded.	
Determine if a constable through the Ellington Resident State Trooper's Office needs to be hired. Note, for events with more than 75 attendees an officer will be needed and the paperwork needs to be submitted at least two weeks prior to the event.	
PTO sends fliers regarding food that is being served and activities taking place.	
Email parents to verify any disabilities or allergies that may need to have alternate offerings made available.	
Provide a backup/cancellation plan/weather alternative date. Please note that the principal or other administrator/designee has the authority to cancel any CLS event as deemed necessary.	

Gymnasium Capacity

Configuration 1: Concentrated Use (Standees Only)	590 Persons
Configuration 2: Concentrated Use (Chairs only- not fixed)	422 Persons
Configuration 3: Non-Concentrated Use (Tables & chairs)	196 Persons
Configuration 4: Bleachers (Bleacher occupancy only)	109 Persons
Configuration 5: Maximum Occupancy: Under ANY Circumstance	699 Persons

Cafeteria Capacity

Configuration 1: Concentrated Use (Standees Only)	443 Persons
Configuration 2: Concentrated Use (Chairs only- not fixed)	316 Persons
Configuration 3: Non-Concentrated Use (Tables & chairs, as in dining, lounge uses)	147 Persons
Configuration 5: Maximum Occupancy: Under ANY Circumstance	443 Persons