

Planning Checklist School Events

Please complete the following checklist to help you and the PES staff plan for a successful after school event.

Event Name _____

Date of Event _____ Time of Event _____ Approximate # of Attendees: _____

Staff Member(s) involved _____

A month in advance:

_____ Get date and time approved by Randy and Kelly, give date/time to Marvin

_____ Tell Kelly which spaces you need (Classrooms, APR, Gym, Media Center, Bathrooms)

_____ Ask Marvin to reserve any additional items that your group needs (stage, risers, chairs, tables, etc.)

At least two weeks in advance, submit a copy of this form to: Kelly, Marvin, Heidi, and Randy):

_____ Technology needs

☐ Box light

☐ Music/Speakers

☐ Camera

☐ Microphone

☐ Other:

Room Setup

Be sure to label: tables, chairs, trash cans and technology