



Event Chairperson(s) Guidelines

The following Committee Chair Guidelines have been developed as a guide to facilitate committee records and ensure smooth operations. Please use this information to help your committee run efficiently.

Committee for: _____

Program Type:

_____ Fundraiser (Profit)

_____ Break Even

Budget Amount: _____ (Treasurer@MapleHillsPTA.com)

Overseeing Director: _____

For questions, contact the Board Member or the President at president@maplehillspata.com.

Checklist Items

- **Committee Members:** List all members.
- **Meetings:** Record meetings and communications.
- **Calendar/Timeline:** Set up a schedule to stay on track.
- **Volunteers:** Track volunteer roles and hours. Request lists from the Events Team and verify training (cash handling, food safety).
- **Costs:** Log all expenses and complete reimbursement forms as needed.
- **Supplies:** Track donated items and send thank-you notes.
- **Resources:** Keep records of publicity and send to Communications@MapleHillsPTA.com.
- **Evaluation:** Complete the evaluation form post-event and provide recommendations for next year.

Forms and Requests

- Complete as needed:
 - ___ Check Request Form
 - ___ Cash Box Request Form
 - ___ Cash Box Accounting Form
 - ___ MPR (Multi-Purpose Room) Request Form
 - ___ Submit Food Handler Cards for applicable events
 - ___ Verify volunteer training

Approvals and Verifications

- ___ Verify necessary approvals (facility use, budget).
- ___ Coordinate with the overseeing Director for event oversight.

Additional Checklist

- ___ Connect with the Treasurer on money collection options (Zelle, Cash, Check, Credit Card).
- ___ Price items in advance.
- ___ Reserve rental items.
- ___ Provide custodian with setup instructions.
- ___ Reserve the reader board through the office.