**Meet the Teacher Event: PTA Checklist and Timeline**

The Maple Hills PTA supports families and staff by providing drinks and donuts
on the playground after families have dropped off supplies and met with their
teachers. This is a PTA supported event. Supplies purchased will be reimbursed
by the PTA.

**Event Details:**

* **Date and Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Time: 9:00 - 10:00 AM (On the Playground)
* **PTA Support:** Donuts, juice, and coffee
* Budget: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Duration of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Set up time: 30-45 minutes depending upon number of volunteers.

**Timeline:**

1. **8:00 AM:**
	* Arrive at the school with all supplies.
2. **8:15 AM:**
	* Start making coffee with portable coffee maker.
3. **8:30 AM:**
	* Set up 3 tables (requested from the school) under the covered area.
	* Place garbage can nearby.
4. **8:45 AM:**
	* Arrange tables with food, drinks, and coffee supplies:
		+ Donut holes in small cups (2 per cup)
		+ Cups for juice
		+ Coffee station with cups, stir sticks, sugar, creamer, ice for creamer, etc.
		+ Water pitchers
5. **9:00 - 10:00 AM:**
	* Serve donuts, juice, and coffee.
	* Have a PTA representative available to answer questions about PTA.
	* Ensure 3 volunteers manage the table and assist with drinks and food.
6. **10:00 AM:**
	* Clean up area, dispose of trash, and pack up remaining supplies.

**List of Items to Have:**

* **From the School:**
	+ 3 tables (set up under the covered area)
	+ 1 garbage can
* **PTA Provided Supplies/Food:**
	+ 10 gallons of apple juice
	+ 70 dozen donut holes (Chuck's Donuts)
	+ Small cups for donut holes (2 per cup)
	+ Small cups for juice
	+ Large bag of ground coffee
	+ Portable coffee maker
	+ Coffee filters
	+ Water pitchers
	+ Creamer (and ice to keep cold)
	+ Napkins
	+ Signs for donut holes ("Please take only 1")
	+ Signs for gluten-free items (if available)
	+ Sugar for coffee
	+ Stir sticks for coffee
	+ Cups for hot coffee
	+ PTA informational signage

**Volunteers:**

* **Minimum of 3 volunteers** needed to:
	+ Help with drinks and food.
	+ Manage the table.
* 1 PTA team representative to answer questions about the PTA.

**Additional Notes:**

* Confirm availability of gluten-free items.
* Coordinate with the school in advance to ensure tables and garbage can are ready.
* Prepare signs for the donut holes and any gluten-free items in advance.
* Ensure all volunteers know their roles and responsibilities for the event.