



Crystal Lake School PTO Event Checklist

Enjoy your event without having to worry if you mistakenly forgot to take care of something. Use this simple checklist to confirm all areas have been addressed.

Tasks	Completed
Understand the budget available for your event. You will need to work within your budget. Additional funds will need to be voted on and approved by the PTO.	
Form the event committee and start holding meetings. Sub-committees may also be needed to chunk tasks up into smaller deliverables.	
Set the event date; ensure it doesn't compete with other school activities.	
Formally reserve the school location for your event through the "Request Facility Use" on the school's website (ellingtonpublicschools.org).	
Determine how (printed flyer, Facebook, Mr. Soto's newsletter, e-mail, etc.) the event will be communicated to students/parents and teachers/staff. If you will print a flyer be sure to include a call to action and have someone else review it prior to printing, consider printing on both sides of the paper if there are multiple pages, and think about overall costs. It is recommended to use multiple types of media for a single event.	
Decide if Stripes will be in attendance. If yes, ensure you have commitment from someone to play him.	
If Stripes is in attendance, arrange for his bodyguard. Please note; it is difficult to see out of the costume on the sides and therefore is important to have someone with Stripes at all times to ensure his/her safety.	
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.	
Does your event involve food? Coordinate with the cafeteria if lunch times or locations need to be changed and if storage of food or beverages (i.e. popsicles, water, ice) is needed.	
Confirm with the nurse that there aren't any allergies that should be taken into consideration and alternative offerings made available.	
Verify with the gym teacher and nurse regarding any disabilities that may need to have alternate reasonable accommodations.	
Provide the principal (Dario Soto), receptionist (Nicole Boske) and head custodian (Jeff Schiavetti) with event information (date, time, location, etc.).	