



RIDGE HIGH SCHOOL PTO Special Event Planning and Evaluation

The Ridge PTO is working towards creating an online folder system to make it easier for the chairs to access current and past information. Complete the grey fields using the mouse or the tab key to move to the next form field. Should you have any questions, please email them to jmarcus500@gmail.com or kiss07920@gmail.com. Thank you so much for your time in completing this form.

General Information

Event Name Date

Chairperson(s)

Phone(s)

Email(s)

Number of Volunteers

Event Description

What does the event entail?

When did you start planning it?

Who are the contacts at Ridge High School?

Dates confirmed with RHS Calendar Board of Ed/Public School Calendar

Audience-Building

(Did you publicize this event, if so please provide details below)

Community Students Board of Education

PTO Board Administration Incoming Students

Flyers Publish Date Due Date for Distributing

Posters Publish Date Due Date for Distributing

Newsletter Publish Date Due Date for Distributing

Email or Blasts Publish Date Due Date for Distributing

Invitations Date Mailed Due Date for Distributing
Number Mailed Bulk First Class

Budget & Expense Information

Overall budget for event

Income goal (if applicable)

Budget Estimate

Expenses Actual

Start up funds required?

If yes, how much?

Donations given?

If yes, name of donor and how much?

	Budget Estimate	Expenses Actual
Invitation Printing		
Other Printing Expenses not otherwise listed		
Postage/Mail House Charges		
Programs		
Food/Catering		
Facility Rental		
Speaker/Presenter Fee Travel/Hotel		
Hospitality		
Other transportation (bus, parking)		
Rentals (tables, chairs, dishes, staging)		
Services (valet, servers, bartender, security)		
Flowers/Decorations/Banners/Flags		
Photographer/Videographer		
Music/Entertainment		
Audio/Visual Equipment		
Technological Resources		
Exhibits/Tenting/Other Set Up		
Premiums/Awards/Gifts		
Miscellaneous		
TOTAL COST		
Income (if applicable)		
Cost Per Person		

Event Checklist

Set Up and Logistics

Facility Reservation

Equipment Needs (tables, chairs, podium)

Room Set Up

Facilities Request Made

Clean up

Catering In House or Out of House?

Menu

Food Ordered

Additional Food Needs

Decorations and how many? (banners, flags, flowers etc)

Flowers

Table

Corsages, boutonnieres

Extra Plants

Candles

Balloons

Posters/Banners

Coat Racks

Other

Invitations and Printed Material (Publications)

Develop Ideas for Publication

What are the needs? (Invites, posters, programs, banners, signs, flyers, tickets, news releases, nametags, etc.)

Ideas Sent to Publication

Proofs Approved

Postage and Shipping

Date invitations mailed
Bulk
Other publication details

Number mailed
First Class

Hospitality

Host, speaker, master of ceremonies

Travel and hotel needs

Gifts for guest

Mementos

Ushers, guides

Receiving Table

Head table arrangements

Transportation

Parking arrangements

Other transportation needs

Security

Security needs

Entertainment

Audio / Visual Needs

Music/Facilities for Musicians

Music Department Arrangements

Technician Needs

Misc. Supplies Needed (check if needed and how many)

Table

Chairs

Batteries

P.A.

Generator

Flashlights

Ext. Cord

Radios

Garbage Bags

Butcher Paper

Signs

Gloves

Markers

Banners

Name Tags

Pens

- Handouts
- Camera
- Programs
- Bullhorn
- Rope
- Eval. Forms
- Rulers
- Trash bags
- RSVP List
- Tickets
- Coolers
- Sign In Sheet
- Staplers
- Keys
- Giveaways
- Money
- Trashcans
- Boom box
- Pencils
- Tape
- Cashbox
- Balloons
- Const. Paper
- Sound System
- Scissors
- Film
- Ribbons/Awards
- Buckets
- Helium Tank
- String
- Clipboards
- Glue
- First Aid Kit

Were there any leftover supplies?

If yes, indicate their location (PTO closet, main office)

Thank You Notes Sent

Sent to all parties involved above

Date To
 Date To
 Date To
 Date To
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Event Elements

Rate the effectiveness of the following:

	Excellent	Good	Fair	Needs Improving	NA
Appropriateness & Execution of Theme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting/Exceeding Objective(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audience-Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agenda/Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectiveness of Promotion Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of Technology (e-mail, internet, database, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advertising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graphic Design (invitations, posters, programs, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Excellent	Good	Fair	Needs Improving	NA
Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decorations (Flowers, props, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation/Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guest Services - Nametags, seating, other staffing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Services (police, valet, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting budget/income expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendee evaluations (formal, informal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wrap up activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments (from above ratings) and recommendations for future events:

Final Attendance Estimate

Faculty	Community Leaders
Students	General Public
Staff/Administration	PTO Board
Board of Education	Other
Total Attendance	

Additional Post Event Questions:

What were the major strengths of this event?

What were the major weaknesses of this event?

What modifications would you make the next time?

Thank you for chairing this event and for donating your time to Ridge High School!