

# Small Event Checklist

Name of Event: \_\_\_\_\_

Organisers / Class: \_\_\_\_\_

Date of Event: \_\_\_\_\_

## Detail and Pre-Planning

### Bookings and Tickets:

- Book supplier or venue Supplier/ venue Name: \_\_\_\_\_
- Supplier/ venue Cost: \$ \_\_\_\_\_ Supplier/ venue Paid: \_\_\_\_\_
- Ticket Sales organised When/ where: \_\_\_\_\_
- Ticket produced Who/ when: \_\_\_\_\_
- Full cost of event \$ \_\_\_\_\_
- EFTPOS Machine required for ticket sales?
- Who do we invite?  Teachers  Sponsors  Other Guests r Aftercare etc
- Float required/ amount? \$ \_\_\_\_\_

### Advertising

- Noticeboards/ posters  Newsletter  Class Rep email
- Website  Flyer home with kids  Facebook group

### Set Up

- Volunteers  Power Requirements  Keys
- Tables and Chairs  Power cords covered  Sound / Microphone
- Cooking/heating/BBQs  Bags/ serviettes  Cakes boxes
- Order Forms  Chocolate Wheel
- Safe OH&S:** Is it safe for kids, adults and volunteers in all areas?

## Execution

### Food and Cooking

- Sausages/Hot Dogs  Cakes  Platters
- Sausage Rolls / Pies  Coffee / Urns etc  Tea Towels
- Pizza  Oil  \_\_\_\_\_
- Sushi etc  Bags  \_\_\_\_\_
- Popcorn / other  Serviettes
- Ice Blocks  Bowls
- Drink: Juice / Water etc

Out of Bounds Areas – roped off etc: \_\_\_\_\_

Lighting required – what areas: \_\_\_\_\_

Camera for photos (be aware of privacy requirements with kids): \_\_\_\_\_



## Closure

### Clean Up

- Volunteers
- Tables and Chairs
- Sweep and Clean
- Turn off all cooking
- Wash and drying
- Companies paid and receipts given to P&C Treasurer and / or Secretary
- Money counted with someone
- Money given to P&C Treasurer
- Lock up as required
- Garbage removed etc
- Keys returned
- \_\_\_\_\_
- \_\_\_\_\_





## Annandale Public School P&C

**P&C email**

[apspandc@gmail.com](mailto:apspandc@gmail.com)

**P&C website**

[apspandc.com.au](http://apspandc.com.au)

**P&C page on the school website**

[annandalepublicschool.nsw.edu.au/PandC-Involved.htm](http://annandalepublicschool.nsw.edu.au/PandC-Involved.htm)

**Join the P&C Facebook page**

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