



Island Park PTA Event Checklist

Event Name: _____ **Event Date/Time:** _____

Facilities Use Agreement (<https://www.mercerislandschools.org/Page/13853>)

- Complete and turn into Island Park main office.
- The agreement needs to be signed by 2 PTA officers for insurance purposes.
- A copy should be provided to the treasurers.

Communication

- Create article for Island Park Eagle Newsletter.
- Submit to editor@islandparkpta.org for newsletter submission and cc communications@islandparkpta.org who will schedule a Constant Contact e-blast either the day before or day of event and include on website, Facebook and readerboard, as applicable.

Display Case: The display case chair will contact you with dates for the display case at school. If you have not heard anything, contact the chair (listed on the PTA roster at islandparkpta.org).

Display Case Dates: _____ to _____

Banners: If you have a banner for the event, you can hang it from the chain link fence at the corner of the playground closest to the school.

Volunteers

- Create a volunteer signup through Signup Genius or access the existing signup that was created at the beginning of the year and include in Eagle News article(s)/constant contact.
- Send thank you via SignUp Genius (or email) to all volunteers after event.

Food/Beverages: If your event requires the use of the kitchen, district policy requires a district employee to be present.

For events needing food, you can coordinate through Carol Bus, MISD Food Services Director:
Carol.bus@mercerislandschools.org - (206) 236-3306

The district typically can provide the most competitive prices and negotiates prices at local vendors (example, Sahara Pizza). All compostable plates, utensils, cups, etc. can be supplied through the district.

Island Park has 3 large water dispensers. To use, please make sure this is indicated on the facilities use form.

Cash Box

If you are selling food or merchandise or your event has an admission fee, you will need to request a cash box and starting cash from the PTA treasurers.

- Submit request at least 2 weeks prior to event: _____

2 PTA members should count and initial the starting cash box form before the event begins. After the event, 2 PTA members need to count the cash and sign off on the same form. Arrangements should be made with the treasurer to get them the cash.

After the Event

- Complete an [event planning recap form](#) and submit to your supporting Island Park PTA VP.
- Submit any [check reimbursement](#) requests within 30 days of event.