

## **Fall Festival Chair or Co-Chairs**

### **MISC**

- \* Set-up and lead committee to ensure all tasks below are complete
- \* complete CUB request through PPS
- \* reserve porta potties
- \* set-up entertainment plan (inflatables, games, activities) and book/reserve as needed
- \* coordinate bands if using
- \* coordinate food plan – food carts, dessert

### **Marketing**

- \* create poster/flier (I used Canva)
- \* get poster/flier out - FB posts, all school emails, backpack fliers, hallway posters
- \* create fliers/info for families with event details week of

### **T-Shirts/Hoodies (if you want to sell them)**

- \* create design or work with volunteer to create design
- \* secure printer
- \* add them to the ticket website ahead of the event
- \* purchase samples for pre-sizing purposes (optional)
- \* if you want to do a pre-order, one that's ready before the event, be sure to pull down orders in time to have them arrive in time
- \* after the event do a second or first order if you combined them and distribute

### **Volunteers**

- \* create volunteer plan for the event and recruit (I used SignUp Genius)

### **Party Boards**

- \* create list of all teacher and parent party boards – ensure all info is captured (day, time, # attendees, cost, location, host)
- \* enter all party boards in the auction software
- \* create/print party board sign-up sheets

### **Day-of-Event**

- \* create decoration plan, buy supplies as needed
- \* purchase drinks if using
- \* lead set-up – tents, tables, auction items
- \* run all pieces of the event – main point person

### **After the event**

- \* email all auction winners who didn't pick-up and ensure everything is labeled and delivered to office
- \* after the event create master list of all party board sign-ups and email hosts contact info
- \* keep working to sell any extra party board spots (especially 5678 dance party) via FB, backpacks, emails, etc., email parents and ensure all spots get paid with PTA treasurer (lots of emails)