



# ANNANDALE PUBLIC SCHOOL Parents & Citizens Association

*Benefiting our children and their school*

## 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 etc

Who do we invite:  Teachers  Sponsors  Other Guests  Aftercare etc

Float Required / How much? \$ \_\_\_\_\_

#### Advertising

Notice Boards

Newsletter

Class Rep email

Website

Flyer home with kids

Other

## Set Up

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Volunteers   | <input type="checkbox"/> Power Requirements    | <input type="checkbox"/> Keys               |
| <input type="checkbox"/> Tables and Chairs  | <input type="checkbox"/> Power cords covered   | <input type="checkbox"/> Sound / Microphone |
| <input type="checkbox"/> Cooking/heating/BBQs   | <input type="checkbox"/> Bags / serviettes etc | <input type="checkbox"/> Cakes boxes        |
| <input type="checkbox"/> Order Forms  | <input type="checkbox"/> Chocolate Wheel       |   |
| <input type="checkbox"/> <b>Safe OH&amp;S:</b> Is it safe for kids, adults and volunteers in all areas? |  |   |

## Execution

### Food and Cooking

- |   |   |                                     |
|---|---|-------------------------------------|
| <input type="checkbox"/> Sausages/Hot Dogs    | <input type="checkbox"/> Drink: Juice / Water etc | <input type="checkbox"/> Serviettes |
| <input type="checkbox"/> Sausage Rolls / Pies | <input type="checkbox"/> Cakes                    | <input type="checkbox"/> Bowls      |
| <input type="checkbox"/> Pizza                | <input type="checkbox"/> Cakes                    | <input type="checkbox"/> Platters   |
| <input type="checkbox"/> Sushi etc            | <input type="checkbox"/> Coffee / Urns etc        | <input type="checkbox"/> Tea Towels |
| <input type="checkbox"/> Popcorn / other      | <input type="checkbox"/> Oil                      | <input type="checkbox"/> _____      |
| <input type="checkbox"/> Ice Blocks           | <input type="checkbox"/> Bags                     | <input type="checkbox"/> _____      |
- Out of Bounds Areas – roped off etc: \_\_\_\_\_
- Lighting required – what areas: \_\_\_\_\_
- Camera for photos (be aware of privacy requirements with kids): \_\_\_\_\_

## Closure

### Clean Up

- |  |   |
|--|---|
| <input type="checkbox"/> Volunteers  | <input type="checkbox"/> Money given to P&C Treasurer |
| <input type="checkbox"/> Tables and Chairs   | <input type="checkbox"/> Lock up as required          |
| <input type="checkbox"/> Sweep and Clean   | <input type="checkbox"/> Garbage removed etc          |
| <input type="checkbox"/> Turn off all cooking  | <input type="checkbox"/> Keys returned                |
| <input type="checkbox"/> Wash and drying   | <input type="checkbox"/> _____                        |
| <input type="checkbox"/> Companies paid and receipts given to P&C Treasurer and / or Secretary | <input type="checkbox"/> _____                        |
| <input type="checkbox"/> Money counted with someone  |   |