**Sauder PTG Event Guidelines**

Thank you so much for volunteering to chair an event this year! Below are some tips and guidelines to help make your event run smoothly!

**Planning** – A good plan makes for a good event! Be prepared!

* Meet with your committee and/or co-chair several months before your event
* Present your plan to your VP
* Have ideas for how much things will cost and a breakdown of all expenses
* Create a timeline for when things will be done and who will be completing them

**Budget** – The most important thing to remember when spending money for an event is that you are spending PARENT money, so make wise choices! Other helpful reminders:

* We have a tax-exempt TAX ID number available to make tax-free purchases
* Ask for donations
* Balance your budget and TRY to break even!
* Present your VP with plans ahead of time – we are here to help guide you with how to handle money
* Turn in receipts promptly using the proper paperwork PLEASE!  
  Give the Treasurer a few days to a week for reimbursement
* Communicate needs with treasurer in timely fashion
* Check the PTG Closet for supplies before purchasing new supplies

**Favors & Treat Bags** – Over the past few years, we have been moving away from giving children a bag of candy at each event. One small favor can be given, if it coordinates with your event. Please get appropriate approval from VP before purchasing!

**Volunteers** – We have AMAZING volunteers at Sauder! Be sure to communicate promptly with your volunteers. If more are needed, spread the word, or contact your VP to use FB or send out an email for help!

**Pictures (yearbook, etc..)** – All yearbook pictures for your event will be candid shots taken at the event.

* Assign someone to the task of taking MANY pictures of your event.
* Contact the yearbook chair to communication the name of the person taking pictures
* People taking pictures for the yearbook should get guidelines from the yearbook chair
* Yearbook pictures should be turned in via [sauderyearbook@yahoo.com](mailto:sauderyearbook@yahoo.com) within 1 week of event

**AFTER your Event** –

* Be sure you have a strong clean up crew if one is required
* Please help keep the PTG closet clean and well labeled!
* Ley your VP know what you are putting in the closet so we can keep our inventory current
* Please do not put perishable food items in the closet, instead donate them back to classrooms or teachers

**If you are running a ticketed event, please get approval from your VP for the date flyers are going out. All PTG correspondence should be on purple PTG paper available in the workroom and the PTG copy code can be obtained from your VP.**

**ALL FLYERS NEED TO EB APPROVED BY YOUR VP AND PRINCIPAL REINDEL BEFORE THEY ARE PRINTED AND DISTRIBUTED.**