

EVENT ORGANIZATION GUIDELINES**VERSION 1.0 – Nov 1, 2017****FOR CHAIRS AND COMMITTEE MEMBERS**

Thank you so much for volunteering as a chair or be part of a committee with our RES (Radnor Elementary School) PTO in 2017-18. Your time and effort are greatly valued and help make our school a better place.

| Version Number | Summary of Changes | Release Date |
|----------------|--------------------|--------------|
| Version 1.0 | Initial release | Nov 2, 2017 |
| | | |

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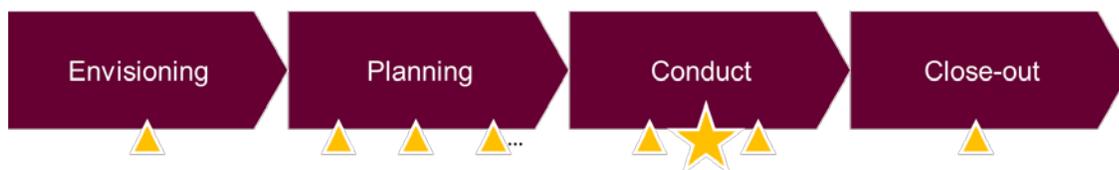
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GETTING STARTED

The graphic below depicts the expected phases of activity for any event. Depending on the complexity of your event, you may spend more or less time in each phase and cover a smaller or larger range of details within it.

At minimum, it would benefit you to meet with your team at least once prior to beginning planning (ideally at least two months ahead of the event) and then at least weekly once you are in the planning phase. You may not need to meet again after the event but do remember to complete the close-out activities outlined within this document.

Each phase is described below and there are many resources and templates embedded within this document. There is also ample help available to you. Please use this document as a roadmap with your team to mark progress and check that you haven't missed something important along the way.



YOUR TEAM

Please check the [RES PTO VOLUNTEER 2017-2018](#) site to see whether you have co-chairs and a committee who also volunteered. Contact information for most people can be found on [MySchoolAnywhere](#).

As a first step in planning, please identify a single point-of-contact (one of the event chairs) who will engage with members of the PTO BOD on behalf of your event. As questions arise, we would like to have one person field those questions and coordinate communication back to your co-chairs and committee (as needed).

You may also contact our Events Chair, [Michel Rider](#) for any additional information.

MILESTONES

The following points in time are essential to keep on time for your event:

- 2 months ahead –
 - Engage your team for [envisioning](#) and early [planning](#)
 - Provide early details to the Communications team to begin publicity support – especially in time for the [RES express](#) (note submission deadlines for this monthly communication)
 - Attend the BOD and [PTO](#) meetings to share updates and begin publicizing your event
- 1 month ahead –
 - Submit your [facility form](#) to reserve space at the school
 - Check the [supplies](#) closet for reusable items – Make your shopping list
 - Look for deals on [entertainment](#) and other rentals – Book early
 - Submit needs for additional [volunteers](#) and donations to Communications team for reminder publicity

- Weekly ahead of event – Meet your team to progress planning details
- Day after event – Submit your evaluation form

ENVISIONING



- Gather input on how last year's similar event went
 - Read up... talk to others... remember your experience
 - Gina Visor manages a RES PTO Dropbox where all RES PTO documents are archived. We will send you subject to availability, any informative document (including an Event Evaluation if one is available) a minimum of 8 weeks prior to your event. We will also provide you with the contact details of the person who organized that same event the previous year.
- Gather your team to brainstorm
 - Fill out the Envisioning Template in the back of this document to address the following questions.
 - Create a PURPOSE for the event – Why are we putting on this event? Who are you targeting as mainly gaining benefit? Will it go beyond the RES community? Who will not benefit? Will you raise funds? Will you serve a part of the community? What values will you instill?
 - Develop the EXPERIENCE - What should it feel like from start to finish? (cover all the senses), What will you want them to tell others about the event afterward? What will you want them to have gained from the experience?
 - Identify the key ELEMENTS that you will need to spend more time on in the planning phase - What logistics will you need to consider and what kinds of help do you need? What questions do you have? What risks do you foresee?
- Spend equal time on discussing the feeling of the event as you do on the details of pulling it off
- Be open to new ideas and pushing a few boundaries
- Write down your thoughts and ideas (and refer back to them during the planning phase). Also plan to save them to share with next year's planning team.
- Have fun!

PLANNING



For most events, a minimum of 8 weeks planning is recommended. Our larger events such as the International Week, SMART Run, etc. require a higher level of planning: 2-4 months ahead of event. Initiating a handover meeting during the summer or, at the very start of the school year, will give you a reasonable planning phase.

NEEDS ASSESSMENT

Below are some questions you will need to answer to plan a successful event. Fill out the Planning Templates in the back of this document with your team.

- When will the event be? What is significant about that timing? What risks does it create to have it then? Are there better options? What will you need to set the timing?
- Where will the event take place? What venue would best serve your team's vision (even if it's different than last year)? What risks does it create to have it there? What will you need to reserve it?
- Who will be invited? How will you reach them? What will make them excited to participate? How can you help make it easy for them to participate?
- What will be the main activities involved in the event? What will be the extras that make it fun and memorable? Will they take anything home with them? Will there be a theme? How will that theme influence other aspects of the event?
- What will be your budget? How will you spend it? How will you keep track of it? Who will control it?
- Who will help you do the work involved in conducting the event? What talents and experiences do you have in your team? What talents are you missing that you'll need to fill with others? Is anyone passionate about a particular area of planning?
- Will you need subteams and leaders for portions of the event?
- How will you plan to stay coordinated as a team? How will you know you are making progress?
- What worries do you have? Are there any issues already? Are there any risks? What can you do to mitigate those risks?

RESERVING SPACE & EQUIPMENT

You may use certain areas of the RES building for your event (Little Theater, Library, Cafeteria, Playing Fields, Playground, Gym, Bathrooms etc.) and equipment such as tables, chairs and more. Please remember that some of these spaces are teaching areas. It is essential that you have a team responsible for the set up and take down of your event to ensure that the space is left ready for use by staff the next day. If you require additional furniture, room set up etc. please provide additional notes and /or a diagram with your application. The school can then make sure all your event needs are met and the appropriate staff are notified in advance to help you.

You must complete the [Application for Use of School District Facilities](#) form that resides on our [PTO website](#) to book a space in the RES building. You must submit your application at least 30 days ahead of your event.

On the application please remember:

- You are requesting to use the following School District Facility: RES building
- Highlight all areas of the building required
- If you require access to a smart board, a laptop, the sound system etc. please ensure you complete the Technical Equipment Planning Form (page 2 of the Facilities Application). If you have any questions re the use of the school's Technology facilities, please email [Deb Melchiorre](#), RES Technology service.

The completed form should be sent to Principal Dr. Anthony C. Stevenson's secretary, [Debbie Phillips](#). The district will review your request and determine the appropriate rental fee. Following the district's approval, a letter will be mailed to you confirming you have permission to utilize the requested location(s) and equipment.

Please save your Use of Facilities Application form and the approval letter until the event is over. Also email a scanned version to [Gina Visor](#) or place in the PTO Mailbox, located below the teachers' cubbies in the main office, FAO Gina Visor, PTO Secretary.

MY SCHOOL ANYWHERE (MSA) VOLUNTEER SIGNUPS AND INVITATIONS

We recommend you create a volunteer signup dedicated to your event, especially for larger events that require multiple volunteers over multiple days. All signups must be created in via MySchoolAnywhere (MSA) from November 2017. Event Chairs will be granted timed administrative access to MSA to create their signups. Please liaise with [Leigh Gourmand](#) to guide you through this process.

We are in the process of transitioning from Evite.com to My School Anywhere (MSA) to create invitations to grade level parent socials. Hosts are asked to send [Janine Bowers](#) the date, time of event, their address, what they would like guests to bring (payment, food, drinks) etc. [Guidance on hosting a grade level social](#) is available on our website.

ON-CALL HELP

If you are short of assistance, the PTO has a short-list of “on call” volunteers willing to help at the last minute. Please refer to the [RES PTO VOLUNTEERS 2017-18](#) signup for their names.

CLEARANCES

Parents generally do not need clearance to volunteer at PTO events. However, if you solicit volunteers for an event taking place on school grounds and during school hours, clearance is required for any volunteer who may be left with a student without the presence of a school district employee. Please read the information on the [Radnor Township School District \(RTSD\) website](#).

FOOD -DRINKS -SUPPLIES -ENTERTAINMENT

PTO closet and school basement

The PTO closet is next to the nurses’ station, by the school’s administrative office. The school’s office will let you know where to find the key. Always lock the closet door and replace the key before you leave.

Our large items such as banners, are stored in the school’s basement, contact [Debbie Phillips](#) for access.

Supplies

Please look in the PTO closet and in the school’s basement prior to ordering any new items.

In the PTO closet you will find basic stationary, spare paper goods, paper towels, Clorox wipes, hand sanitizer etc. Decorations are stored in boxes labelled by theme or event. After your event, please return undamaged items in labelled boxes and place where you found them.

Items that need to be re-ordered should be approved by our Events Chair.

Water

We have several jugs in the PTO closet. These can be filled in the cafeteria or with the outside hose. Note on your Application for Use of School District Facilities form if you will need the hose.

Other beverages or food

[Beth Cooke](#) (tel. 610-688-8100 ext. 6048,) is the RTSD Elementary Food Services Coordinator and may help you purchase the food at the RTSD discounted rate. RTSD will invoice the PTO directly for the expenses. We also have an account with *The Philadelphia Pretzel Factory* in Bryn Mawr for our Pretzel Fridays and you may use our account to place an order.

You may also purchase foods, beverages, supplies, and entertainment from other businesses.

VENDORS

A [preferred vendors list](#) has been provided but is not exhaustive for all options. Please find the list at the back of this document.

PHOTOCOPYING – LAMINATING – PRINTING FLYERS

We support our school in its paperless approach so we do not print paper copies of our flyers. Advertising in good time with online flyers on our various platforms enables your event to reach our entire community very successfully.

In some cases paper copies of the flyer may need to be sent home via backpacks. Please seek approval from [Michel Rider](#) before proceeding as we try to support the school's paperless approach where possible.

If you need printed documents for your event or activities, black and white photocopying is available at our school. Laminating is also available upon request. Please allow a minimum of 1-weeks notice and make your requests know to [Debbie Phillips](#) in the school office.

BUDGET

Please try to stay within your event budget. Contact our PTO Treasurer, [Conoley Coonley](#) to understand how your event is funded.

Payment

If you are fundraising for an event or activity, all collected revenue must be registered on the an [Income Tally Sheet](#) on our website under Forms.

Email the completed Tally Sheet to [Conoley Coonley](#) or place it, along with the money collected, in an envelope addressed to: The PTO Treasurer, [Conoley Coonley](#), in the PTO bin in the office.

Expenses

You may request a check from [Conoley Coonley](#) in advance of your ordering if you know the exact amount. Note that we need at least 2 weeks to prepare the check.

For large expenses, you may ask a business to send the bill directly to the PTO. Expenditures exceeding the approved budget for your event by more than \$200.00 must be approved by a majority of the PTO Board of Directors. Please raise those needs to [Michel Rider](#) directly.

Kindly keep a list of all vendors you hired so we can share for future planning. Please use the [Event Evaluation Form](#).

Reimbursement

The PTO will reimburse incurred budgeted costs for food, decorations, etc. You must complete the [Reimbursement Request Form](#), to be found on the PTO website under Forms

and submit, along with the receipts, in an envelope addressed to: The PTO Treasurer, Conoley Coonley, in the PTO Mailbox in the school's office. Email Conoley Coonley to notify her.

Tipping Policy

The PTO is a not-for-profit charity and such guidelines have been outlined for tip reimbursement to ensure consistency.

Tips should be pre-approved by the PTO Treasurer or a member of the Executive Committee.

- No tipping for entertainers.
- Delivery of food for events such as family fun night pizzas etc. Tips should not exceed \$10 per delivery. In case of large orders (food for 600 people) tips should not exceed \$30.

PUBLICIZING YOUR EVENT

This area of the PTO is overseen by Janine Bowers our VP Communications officer.

Our Communications Team includes:

| | |
|------------------------------|---|
| <u>Janine Bowers</u> | MSA Email Communication, RES Express, MSA invitations |
| <u>Vee Marzullo</u> | Webmaster and Graphic Designer |
| <u>Leigh Gourmand</u> | Calendar, MSA Signups, Facebook |
| <u>Mara Sears / Meg Ryan</u> | Bulletin Board |
| <u>Audrey Greenberg</u> | Event Photography |

All PTO events, projects, activities and groups require exciting and timely advertising. As a standard, each initiative will be featured in our Upcoming PTO Events online Calendar but further promotion requires you to reach out to our communications team. They are happy to recommend a strategy and can even create content if you provide relevant details about your event. At minimum, provide the following:

- Logistics: Time, date, location
- Entry fee: How much, collection approach
- RSVP: Format, timing
- Theme: Unique info that will help participants prepare
- Volunteer needs: Areas where you and your committee will need more hands
- Collections: Will the event be a deadline for a community collection?

The RES Express is only distributed monthly but reaches a broad audience. Please note the due dates for submitting information to that communication and plan accordingly.

The Communication and Advertising Procedures appendix within this document has extensive information about each communication type.

CONDUCTING YOUR EVENT



Consider set-up needs

- Will there be an entry fee accepted at the door? Who will request and manage the cash box for change?
- What types of decorations will you be using? Are any large enough to require help lifting and transporting? Who will be responsible for setting up?
- Will you need seating areas? How many? Where and in what configuration?
- Will you need food/drink/activity tables? How many? Where and in what configuration?
- Will there be donations collected? What provisions are needed to manage them (e.g. boxes)?
- Will there be any equipment being installed by vendors? When will they arrive? Who will greet them? Where should they set up?

Consider mid-event needs

- Who will be available to help answer questions from parents and kids participating in the event?
- Who will help make new families comfortable and connected?
- Who will monitor various stations?
 - Entry table
 - Food / activity areas
 - Donation area(s)
 - Vendor contacts

Consider break-down needs

- Who will stay after to assist in cleaning up?
- Who will be accountable for placing reusable items back into the PTO closet clean and organized?
- Who will remain in the facility with any vendors who need to break-down and remove equipment?
- Who will take any donations out of the building and to the destination?
- Who will manage submitting any cash collected to the PTO?

CLOSING OUT YOUR EVENT



Capture Lessons learned from this year’s event

- Collect and aggregate information from participant surveys
- Discuss with the team what went well and what could be improved

Recommend next year’s committee chairs from among this year’s volunteers. Make contact directly or send a note to the Events Chair, [Michel Rider](#).

EVENT EVALUATION

After your event, kindly complete a [PTO Event Evaluation Form](#) on our website under Forms or create a document containing similar information. Email it to our Events Chair, [Michel Rider](#) and copy to [Gina Visor](#), PTO Secretary.

Your feedback is essential for the successful planning of our future events.

EVENT THANK-YOUS

It’s always nice to recognize the efforts of all those involved in helping you run your event. Please email [Janine Bowers](#) the names of your volunteers. A special thank you message will feature in the upcoming RES Express.

EVENT FEEDBACK

Share your event’s success in person at our quarterly PTO General Meetings: Sept 26, December 5, February 20 and May 1. We encourage all event chairs to provide feedback on their event as per the schedule below.

Please note this schedule does not include all PTO activities and projects. PTO chairs may be invited by the PTO President to provide feedback in person at a PTO meeting regarding their initiative, as a means of updating parents and celebrating our organization’s successes.

| PTO General Meeting 09/26 | PTO General Meeting 2/20 |
|----------------------------------|--|
| K Playdates | Family Dance Night |
| New Student (1-5) Welcome | Movie Night |
| Back To School Picnic | International Week Celebration |
| RES Open House | Science Fair |
| PTO General Meeting 12/5 | PTO General Meeting 5/1 |
| 4 th Grade Circus | Bingo Night |
| Book Fair | 5 th (and 4 th) Grade Musical Theatre |
| Trunk or Treat | Art Goes To School |
| RTSD PTOs/PTSA Radnor Spirit Day | Someone Special Dance |
| | Someone Special Bowling Party |

STILL NEED HELP?

Contacts

| | | |
|------------------------|---|---------------------------|
| <u>Michel Rider</u> | PTO Events Chair | theriderfam@gmail.com |
| <u>Gina Visor</u> | PTO Secretary | visors1@gmail.com |
| <u>Janine Bowers</u> | PTO VP Communications RES Express - PTO e-newsletter MSA Email Communications | neens32@hotmail.com |
| <u>Conoley Coonley</u> | PTO Treasurer | conoley@hotmail.com |
| <u>Leigh Gourmand</u> | Facebook Administrator PTO Calendar Coordinator MSA Sign-Ups | leighjarvis@yahoo.com |
| <u>Vee Marzullo</u> | PTO Webmaster - website posts PTO Graphic Designer - flyers, logos | vm412@outlook.com |
| <u>Meg Ryan</u> | PTO Bulletin Board Committee | megpeter99@verizon.net |
| <u>Leslie Selbach</u> | PTO Social Events Chair PTO Google Drive | lkramer14@yahoo.com |
| <u>Deb Melchiore</u> | RES Technology Services | debbie.melchiore@rtsd.org |
| <u>Debbie Phillips</u> | RES Secretary to Principal Contact for building usage/equipment | Debbie.Phillips@rtsd.org |
| <u>Beth Cooke</u> | RTSD Elementary Food Services Coordinator | beth.cooke@trsd.org |

COMMITTEE PLANNING TEMPLATES

Envisioning Stage Worksheet



WHAT WILL BE THE
PURPOSE OF YOUR EVENT?



WHAT EXPERIENCE DO
YOU WANT PARTICIPANTS
TO REMEMBER MOST?



WHAT WILL BE THE ESSENTIAL
ELEMENTS OF THE EVENT THAT
REQUIRE PLANNING?

Planning Stage Worksheet 1: Event Overview



WHEN



WHERE



WHO



WHAT / WHY



TEAM

Planning Stage Worksheet 2: Team Checklists

| Committee Chair | |
|-----------------|--|
| Lead | |
| Support | |
| Jobs | <ul style="list-style-type: none"> • Checked the PTO, RES, and district calendars for conflicting/associated events? • Had a handover meeting with last year's chair? • Read the Event Evaluation from last year? (ask Leslie Selback) • Evaluated your need for additional volunteers? Need a Sign-up form set up for you? (ask Leigh Gourmand) |

| Team: Logistics | |
|-----------------|---|
| Lead | |
| Support | |
| Jobs | <ul style="list-style-type: none"> • Booked your RES building space? (send form to Debbie Phillips, school office) • Thought of needing documents photocopied or laminated? (ask School office - Debbie Phillips) |

| Team: Communications | |
|----------------------|---|
| Lead | |
| Support | |
| Jobs | <ul style="list-style-type: none"> • Submitted a blurb for the RES Express? (ask Janine Bowers – note due date 4 weeks ahead of event date) • Shared detailed information about your event to help populate the website and other communications tools? (ask Vee Marzullo) • Thought of using a Bulletin Board to promote your event? (ask Mara Sears) |

Team: Fun and Entertainment

| | |
|---------|---|
| Lead | |
| Support | |
| Jobs | <ul style="list-style-type: none">• Booked our event photographer? (ask Audrey Greenberg)• Checked out the PTO closet and basement for supplies and decorations?• Thought of needing refreshments served at your event? (ask RTSD Food service – Beth Cooke)• Thought of technology (Sound, IT etc.) assistance? (ask School Technology Services, Deb Melchiorre)• Hired a DJ? (ask Clyde Evans)• Hired other performers or suppliers (check Groupon and other discount sites) |

Team: Finance

| | |
|---------|--|
| Lead | |
| Support | |
| Jobs | <ul style="list-style-type: none">• Do you know your budget? (ask Conoley Coonley)• Do you know what categories of spending will be involved in your event?• Will your event involve a fund raising element?• Will your event have an entry fee? How will it be collected?• Will your event offer any prizes? Will they be purchased or donated? |

Team: (Event Specific)

| | |
|---------|---|
| Lead | |
| Support | |
| Jobs | <ul style="list-style-type: none">• |

Planning Stage Worksheet 3: Budget Outline

| Budget Category | Line Item | Estimated Budget | Line Item Owner | Actual Amount Spent |
|---------------------|----------------------|------------------|-----------------|---------------------|
| Logistics | Rental fee for space | n/a if at RES | | |
| | Tables / equipment | | | |
| | | | | |
| Fun & Entertainment | Music | | | |
| | Performers | | | |
| | Rentals | | | |
| | Decorations | | | |
| | | | | |
| Catering | Food | | | |
| | Drink | | | |
| | | | | |
| Gifts | Prizes | | | |
| Other items | | | | |
| | | | | |
| | | | | |
| TOTAL | | | | |

APPENDICES

PREFERRED VENDORS LIST

Food Vendors

| Vendor name | Contact info | Range of services used |
|----------------------------|--|--|
| RTSD food services | Maryanne Dalterio Maryann.Dalterio@rtsd.org | <ul style="list-style-type: none"> • Concessions for MT - water bottles • Field day - ice pops for 5th graders • Smart run - lemonade for Alex's lemonade stand (run by Mrs. Kobeski, PTO donates the lemonade) • Additional services available – please inquire directly for your event |
| Main Line Pizza | (610) 687-4008 http://mainlinepizza.com/ | <ul style="list-style-type: none"> • Pizza delivery for event concessions |
| Pretzel Factory, Bryn Mawr | (610) 525-1698 https://phillypretzelfactory.com/ | <ul style="list-style-type: none"> • Pretzel Fridays • Pretzel orders for event concessions • Note: Reference RES PTO account for discount |
| Capri Water Ice, Wayne | (610) 386-1999 | <ul style="list-style-type: none"> • Water Ice for event concessions |
| Giant | | <ul style="list-style-type: none"> • Cookie trays • Paper goods – check PTO closet first! • Ice • Note: Remember to use your registered bonus card for <u>Giant A+ School Rewards</u> |
| Amazon Smile | https://smile.amazon.com/ | <ul style="list-style-type: none"> • Concessions • Various other supplies • Note: Remember to use our <u>Amazon Smile</u> account to complete your order |
| Costco | | <ul style="list-style-type: none"> • Concessions • Various other supplies |
| Flip & Bailey's | (610) 527-4826 http://wp.flipandbaileys.com/ | <ul style="list-style-type: none"> • Staff dinner |
| Bakery House | (610) 525-4139 http://www.thebakeryhouse.net/ | <ul style="list-style-type: none"> • Cake for staff dinner |

Supply vendors

| Vendor name | Contact info | Range of services used |
|--------------------------|---|--|
| Flag and Sign Place | (610) 353-3393 http://flagandsignplace.com/ | <ul style="list-style-type: none"> • Flags for atrium |
| Main Line Trophies | (610) 525-4005 835 Conestoga Rd, Bryn Mawr, PA 19010 | <ul style="list-style-type: none"> • Plaques for flags |
| Anchors Aweigh | (610) 527-5130 http://www.anchors-aweigh.com/cart/default.asp | <ul style="list-style-type: none"> • Gifts for teachers • Raffle prizes |
| Professional Duplicating | 866 Lancaster Ave, Bryn Mawr 610.520.1234 Lilian Johnson: ljohnson@produpe.com | <ul style="list-style-type: none"> • Yellow note pads |
| Staples, Chesterbrook | | <ul style="list-style-type: none"> • Car magnets • Check supplies closet - no need to order for a while |
| PolarBottle | Bryce Richardson: bryce@polarbottle.com | <ul style="list-style-type: none"> • Water Bottles for pretzel Friday participants • Check supplies closet - Do NOT order more |
| UPrinting | uprinting.com | <ul style="list-style-type: none"> • Banners • Stickers |
| DJ Clyde | Clyde Evans: clyde@chosendance.com | <ul style="list-style-type: none"> • Music for a broad range of school events |
| DJ Coe | Coe Griffith: fplava@live.com | <ul style="list-style-type: none"> • Music for a broad range of school events |
| Photo Booth | iloveteam: http://www.theiloveteam.com/ | <ul style="list-style-type: none"> • Family Dance Night (also check Groupon for deals) |
| Little Nest | (610) 710-4330 https://wayne.littlenestphoto.com/ | <ul style="list-style-type: none"> • Used for Someone Special Dance |

COMMUNICATION AND ADVERTISEMENT PROCEDURES

This area of the PTO is overseen by Janine Bowers our VP Communications officer. Our Communications Team includes:

| | |
|------------------------------|---|
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| <u>Vee Marzullo</u> | Webmaster and Graphic Designer |
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| <u>Audrey Greenberg</u> | Event Photography |

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Step 1: Email the Communications Team with information about your event

All events require an online flyer to post on the RES website. A minimum of 8 weeks before your event email Vee Marzullo your event name, date, time, location, and any other text you wish. We will create the graphics, insert the PTO logo and format the content. You will need you approve the draft before we use it to publicize your event. Event flyers will be uploaded to the website and reside on your event page. You can make updates by requesting them from Vee.

At minimum, provide the following information to her with copy to Janine Bowers.

- Logistics: Time, date, location
- Entry fee: How much, collection approach
- RSVP: Format, timing
- Theme: Unique info that will help participants prepare
- Volunteer needs: Areas where you and your committee will need more hands
- Collections: Will the event be a deadline for a community collection?

Step 2: Select which RES Express e-newsletter is timed best for your event

We aim to advertise all our events in the RES Express newsletter. The Express is published on the first Thursday of every month and send via My School Anywhere (MSA). Please refer to the schedule below for the date by which you must submit your blurb to Janine Bowers. We will put a link to your flyer, MSA sign up, etc. from the Express.

| RES Express Submissions Due | RES Express Publication Date |
|-----------------------------|------------------------------|
| August 18, 2017 | August 24, 2017 |
| September 1, 2017 | September 7, 2017 |
| September 29, 2017 | October 5, 2017 |
| October 27, 2017 | November 2, 2017 |
| November 22, 2017 | *November 30, 2017 |
| December 22, 2017 | January 4, 2018 |
| January 26, 2018 | February 1, 2018 |
| February 23, 2018 | March 1, 2018 |
| March 23, 2018 | April 5, 2018 |

| | |
|----------------|---------------|
| April 27, 2018 | May 3, 2018 |
| May 25, 2018 | *May 31, 2018 |

Step 3: Attend the PTO Meetings

Promote your event early and in person at quarterly PTO General Meetings: Sept 26, December 5, February 20 and May 1. We encourage all event chairs to highlight their upcoming event as per the schedule below.

Please note this schedule does not include all PTO activities and projects. PTO chairs may be invited by the PTO President to share information in person at a PTO meeting regarding their initiative to encourage awareness and participation.

| PTO General Meeting 09/26 | PTO General Meeting 2/20 |
|--|--------------------------------------|
| 4 th Grade Circus | Someone Special Bowling Party |
| Book Fair | Someone Special Dance |
| Trunk or Treat | |
| RTSD PTOs/PTSA Radnor Spirit Day | |
| 5 th (and 4 th) Grade Musical Theatre | |
| PTO General Meeting 12/5 | PTO General Meeting 5/1 |
| Family Dance Night | Teacher Appreciation Thank you Stems |
| Movie Night | RES Field Day |
| International Week Celebration | Talent Show |
| Science Fair | PTO End-of Year Celebration |
| Bingo Night | K Playdates |
| 5 th Grade Recognition and Reception | New Student (1-5) Welcome |
| Art Goes To School | RES Open House |
| RES SMART Run | Back To School Picnic |

Step 4: Email Blasts

We will send emails blasts regarding your event to the entire school or specific grades, via MSA. Contact [Janine Bowers](#) should you feel that an email blast is necessary to promote your event or to serve as a timely reminder.

Step 4: RES Facebook (closed group, subscribed RES families only)

We do not use the RES Facebook page as a general place to advertise events, but we are happy to post a timely reminder regarding our event. Please liaise directly with [Leigh Gourmand](#) to have something posted and copy [Janine Bowers](#).

Step 5: Bulletin Boards and Display Cabinets

Many of our events are scheduled to feature on the PTO bulletin boards in the school lobby. Share your event theme and flyer with [Mara Sears](#) and [Meg Ryan](#) who can then create a wonderful display on your behalf.

Display cabinets in the lobby are also available for use by the PTO. Contact [Debbie Phillips](#) in the school office to reserve these for your event.

Step 6: Event photography

Email [Audrey Greenberg](#) our PTO Event Photographer to book her for your event. Having photos of our events is a great way to document the fun we have had together as a community and to help celebrate our achievements, The PTO adheres to all regulations outlined in the Media Release forms issued to parents. We do not upload any photos to

our website without the RTSD's Communications Team prior approval. Photos are only used within our school PTO community. Photos must not be posted on Facebook.

Step 6: PTO Website

We will post an event reminder on under "Recent Announcements" on the website's homepage 1 or 2 weeks prior to your event.

We are in the process of creating designated tabs on our website menu for each of our events. Please email [Vee Marzullo](#) with information to upload, text, images etc. so we can showcase your event and share up to date information with parents. Your event flyer will also reside on your designated page.