

ST. BERNARD SCHOOL

EVENT REQUEST FORM

Event Name	
Event Date	
Event Time	
Location	
Event Coordinator/ Contact & Child's Grade)	
Phone	
Email	
Description of Event:	

Before an event can be established the above information needs to be completed and submitted to Mrs. Mongillo and the PTA Board for approval. Please complete this form and return it to the school office or one of St. Bernard School PTA Members. Mrs. Mongillo will review and return the form back with either approval to move forward or the PTA will contact you for more information.

Please know that it is the event coordinator(s) responsibility to carry out the planning and holding of the event unless otherwise agreed upon. This includes all notices, volunteers, securing location of event, set up/clean up, etc. The following page is a guideline that can also be used as a check list. Our PTA Members have held many events and are available for any questions you may have. Please reach out to them for help if needed. We also encourage you to attend a PTA Board meeting to come champion your event!

Approved Yes No

Mrs. Charlene Mongillo

Date

PTA Board Member

Date

ST. BERNARD SCHOOL

EVENT PLANNING WORKSHEET

- Complete Event Request Form and submit to the office for Approval

- Secure venue for event
 - If it's being held at the school, please be sure it is added to the events calendar.
 - If it will be at the church, contact the Rectory (860-749-8353) to make sure the date is available and schedule it accordingly.
 - If access to the school is required after regular school hours, you'll need to coordinate with the office to gain access either with someone to unlock the doors or a loaner key. This must be planned for in advance.

- Notices/Flyers
 - Some form of communication (flyer, email, et.) needs to be developed and sent home to families so they know of the event. Any communications must be approved by Mrs. Mongillo before distributing. Email a copy of the communication to Mrs. Hogan/Mrs. Mongillo so it can be sent home via SBS Express. If a hard copy is requested for home distribution, please contact the office to coordinate.
 - Specify which week(s) it needs to be sent home. The SBS Express comes out each Thursday and all communications must be in by Wednesday to make that week's distribution email.
 - Ideally, communications should be distributed at least 3-4 weeks in advance, with reminders each week up to the day of the event.

- Volunteers
 - Log the event in "Track It Forward" and set up volunteers needed to help run the event. Include volunteer positions that cover set up, assistance during the event, and clean up after the event. You may request volunteers via SBS Express. Volunteers can be crucial to help an event run smoothly. It never hurts to have extras! Remember 7th & 8th grade students need service hours. Contact the 7th & 8th grade religion teacher with your event information so she can make the students aware of the volunteer opportunity.

- Supplies
 - If supplies are needed for the event (decorations, food, etc.) these should be funded by the cost of the event. When you purchase these items, a check request form must be completed, and the original receipt provided to obtain reimbursement.

- Collecting Money/Selling Tickets
 - If the event requires payment, you or your volunteer(s) must handle this process. Most items can be sent via backpack. If tickets will be sold at PTA Meetings or before/after church, please arrange with Mrs. Mongillo or the church rectory, in advance.