

PTO Fall Fundraising Event – Agenda

1. Define Key Roles to Fill / Identify Parents to Fill Roles

- a. Event Venue Coordinator – Ashley Engilman
- b. Entertainment Coordinator
- c. Ticket sales Coordinator – Ashley Engilman
- d. Sponsorship Coordinator – Volunteer will work with Cheryl Mercure
- e. Fundraising Coordinator
- f. Catering Coordinator – Robin Soare
- g. Marketing Coordinator – Caroline Kwong

2. Review Estimates

- a. Venue
- b. Entertainment
- c. Caterer
- d. Collect and Review Table/Linen Estimates
- e. Collect and Review DJ Estimates

3. Determine Key Milestone Deadlines

- a. Book Venue – by July
- b. Book Entertainment – by July
- c. Tour Venue (determine table count, rentals required) – by July
- d. Book Caterer – by mid July
- e. Book Rentals – by end of July
- f. Define Sponsorship Packages – by end of July
- g. Send Out Sponsorship Packages – starting August
- h. Create Invitations / Flyers - August
- i. Do we print tickets?

4. Determine Event Entertainment /Fundraising Details

- a. Casino Night
- b. Gaming Tournament
- c. Wine Wall / Cork Pull
- d. Other Ideas?
- e. High End Raffle Drawings
- f. Tournament Prizes
- g. Name of Event?
 - i. “Evening of Excellence” - too formal?

5. Outline Incomes / Expenses Budget

6. Identify Other Committee Chairs Needed

- a. Décor
- b. Set-up / Clean-Up
- c. Wine Wall / Cork Pull
- d. Others?

7. Next Meeting -