

Harmony Elementary PTA

Marketing & Volunteer Recruitment Requests



Name & Brief Description of Event/Fundraiser/Other:

Location, Date, and Time of Event/Fundraiser/Other (or ongoing):

Cost to Attend Event/Fundraiser/Other (list what is included/optional costs):

Registration/Orders/Other Deadline(s):

Other Notes (attire, siblings welcome, how to reserve tickets, etc.):

Name and Email of Chair:

Marketing Requests (check those requested):

- | | |
|---|--|
| <input type="checkbox"/> PTA Website | <input type="checkbox"/> PTA Facebook Post(s) and/or Event |
| <input type="checkbox"/> PTA eNews/Newsletter | <input type="checkbox"/> PTA Text Notice Reminder |
| <input type="checkbox"/> School Communication Methods if available (email, announcements, morning news, one call) | <input type="checkbox"/> PTA Instagram Post(s) |
| <input type="checkbox"/> Event Flyer and/or Other Advertising (sticker, bookmark)-
limit one flyer/alternative and one reminder sticker per event | <input type="checkbox"/> Professional Printing, if available (Lawn Sign &/or Banner, Event Signage, Other Professional Printing) |
| <input type="checkbox"/> B&w copies of the Event Flyer (to include in Wednesday folders) | |

NOTES:

Volunteers Requested, write number needed by each task, include * if must be adult:

- | | |
|---|---|
| <input type="checkbox"/> Event Committee _____ | <input type="checkbox"/> Event Activities _____ <i>if by specific roles, list on back or type</i> |
| <input type="checkbox"/> Event Prep _____ | <input type="checkbox"/> Event Cleanup _____ |
| <input type="checkbox"/> Event Setup _____ | <input type="checkbox"/> After Event _____ |
| <input type="checkbox"/> Event Ticket Sales/Other Money Handlers _____* | <input type="checkbox"/> Use SignUp.com to recruit/schedule volunteers |

Please Submit completed form to HES PTA President 4-6 weeks prior to event. Thank you!