**Committee Chair Event Information guide**

**Please use this as a guide to paint a picture of your event in a written summary for future committee chairmen to use as a reference**. (listed in the bylaws Article VI section 2)

 **Collect as much of the information below as possible. Include details such as receipts, contracts, vendors, timelines, supply lists, decoration suggestions, budget and expense breakdowns etc. Place the information in a shareable Google document or Word file titled with the event and year. This should be sent to Booster President after your event but prior to the last meeting of the year. When creating this report think of things you wish you had known when chairing this event and pass on the knowledge.**

* **Committee Chairs**
* **Budget… is it a Booster sponsored event? Break even event? Fundraising event?**
* **Expenses**
* **Do you require a cash float?**
* **What do you do with receipts and how to get reimbursed?**
* **Date and location**
* **Accommodations needed for students, staff and/or school guest include place and receipt**
* **Venue name, reservations, deposits required, and equipment needed (tables, chairs, kitchen, AV equipment , student instruments, uniforms etc.**
* **Security needed**
* **Transportation**
* **Vendors used and timeline on ordering, food, gear, entertainment**
* **Publicity, social media, BPTV**
* **Programs (who makes who prints)**
* **Tickets needed**
* **Supplies list pre event and day of event**
* **Decorations**
* **Volunteers needed**
* **Directors involvement**
* **Student lists and bios**
* **Dietary restrictions**
* **How to collect monies for gear, tickets, etc.?**
* **Invitations to students, parents, staff, administration?**
* **Are younger students involved?**
* **Delivery times on day of event**
* **Day of event schedule opening and closing procedures including equipment return**