

APS Activity/Event Checklist

School Name _____

Activity/Event Name _____ Activity/Event Date _____

- _____ Set the date and time of the activity/event
- _____ Post activity/event on your schools master calendar
- _____ Check to see if the facility is available and notify those in charge of the number of tables and chairs needed for set-up
- _____ Schedule a interpreter/translator thru APS Translation Services if needed
- _____ Get volunteers if needed
- _____ Make flyers/posters/and reminders for distribution
- _____ Decide on food or snacks to be served & order if necessary
- _____ Decide and get door prizes (not required but nice to have)
- _____ Make an agenda
- _____ Make copies of evaluation form and any handouts you will be giving out as resources
- _____ Make a sign-in sheet (Required if you are a Title 1 School)
- _____ Send flyers home wth students (1 week prior to the activity/event)
(English & other languages needed)
- _____ Request the activity/event be put on the school marquee (2 weeks prior)
- _____ Request the activity/event be put on school messenger (1 week prior then again 1 day prior)
- _____ Send a reminder home with students one to two days prior to the activity/event
- _____ Get camera ready to take pictures of activity/event
- _____ Get and test all technology needed for activity/event
- _____ Get supplies you will need (post- it notes, pencils, pens etc...)
- _____ Tickets (if needed for door prizes)

Day of Event/ Activity

- _____ Pick-up food if ordered
- _____ Get room ready 1 hour before activity/event (Some families may arrive early)
- _____ Distribute and collect evaluation forms for feedback