

OCS / OPPG EVENT PLANNING CHECK LIST

What	Who / Where	When
Present to OPPG to get volunteers signed up.	Email OPPG Chair (Cari) to have on OPPG agenda in Sept, Nov, Jan, Mar, or May.	2 months prior.
Present budget (and estimate of profit) to OPPG Leadership	Email OPPG Chair (Cari) 1 week prior to meeting to have it put on the agenda.	2 months prior. Get this approval at the meeting prior to when you want to start spending money.
Fill out and Turn in <i>Event Planning Form</i> .	To Rachelle Martinez	2 weeks before
Confirm that space for event is available, verify set up and clean up times, and confirm that supplies are available.	With Rachelle Martinez	2 weeks before
If supplies are needed for event, fill out a <i>Purchase Order Form</i> and turn in.	To Rachelle Martinez	2 weeks before
Event Flyer or banners need to be approved. The office will make ALL copies of flyers for ALL events.	Email to Rachelle Martinez	2 weeks before. By Tuesday to be in Thursday packet.
All decorations must be taken down. (Includes banners/flyers for event)		After Event
All trash must be taken to the trash bins outside. If trash container is full, they should be put on the side of the bin.		After Event
Any equipment used will be returned.		Day (or Monday) after Event
Money collected at event must be counted after event and tallied on a cash verification form.	Turned in to Mayra Rodriguez	Day (or Monday) after Event
In order to be reimbursed for funds spent, fill out a <i>Request For Reimbursement</i> form	Put in OPPG box in front office. Notify Amy Cienfuegos (Treasurer) that it is there.	ASAP – Not more than 1 week after.
Report on Event / Profit	To OPPG – At OPPG meeting in person, or in a written report to Cari	Next OPPG Meeting