

Project 2014 Event Procedure Checklist

Name of Event: _____

Chair(s): _____

Date: _____

Location/Venue: _____

Publicity needed: Middlebrook Messenger, Facebook community, evites, mailings, website, posters - school, town, ALWAYS email publicity Requests to: Karis Miller, Amy Burke and Jayne Sullivan at Wiltonclassof2014@gmail.com and/or individual emails.

Contracts: Signed and delivered: _____

Permits: _____

Insurance: _____

Deposit needed: Contact Kyle Lauricella and cc: Amy Burke and Jayne Sullivan

Amount: _____ Delivered: _____

Do you need volunteers? email requests to Wiltonclassof2014@gmail.com.

Types: _____

Please send thank you emails, notes and /or calls to those who helped volunteer or donate to Project 2014.

Costs: All expenses that are over \$50 need reimbursement need to be cleared with Mary and/or Ann first. Be sure to spend wisely in these lean times. No fancy napkins, invites, etc. unless you get them donated. Be conscious of what you ask local merchants to donate. Be creative and cost conscious.

NO ALCOHOL CAN BE PURCHASED WITH P2014 FUNDS!