

planning timeline

Reventals

SCHOOL EVENT

9-12 months out

- Select & communicate event date & location to all interested parties (PTO, school administrators, district, etc.)
- Book vendors for rides, party rentals & food trucks

4-6 months out

- Recruit volunteers to fill committee positions
- Hold 1st committee meeting with school or PTO leadership, past event chair and/or committee members to confirm budget & plan
- Create list of potential event sponsors

3 months out

- Submit school facility paperwork with vendor insurance documents and site map/floor plan (set meeting if needed to discuss)
- Order supplies & prizes (candy, toys, face paint, hair spray, etc.)
- Solicit sponsorships from local businesses

2 months out

- Begin marketing activities by posting save the dates in school newsletters, on websites & social media accounts
- Print signs and banners to display at school and in local neighborhood
- Create online volunteer signups for parents and older students

1 month out

- Confirm all vendor details & pay outstanding deposits
- Launch online ticket sales & volunteer signups
- Print sign in sheets, pricing/menu displays & game instructions

planning timeline

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SCHOOL EVENT (PAGE 2)

1 week out

- Email vendors final reminders/confirmations
- Close online sales and prepare tickets/wristbands for distribution
- Create last minute signs, lists, sheets or instructions
- Train volunteer leads to manage their specific areas

day before

- Vendors set up large rides and tent
- Volunteers set up tables, chairs and registration areas
- Volunteers set up indoor activities, prize tables, etc.

morning of

- Volunteers set up outdoor games, registration table, hang signs
- Check in food truck/ride vendor workers for school security
- Check in first set of volunteers & train them to train their replacements

evening after

- Volunteers & Vendors complete take down and clean-up of rides, games, rentals & activities
- Inventory and store leftover supplies for next event
- Take down all signs from school and local neighborhood

within one week after

- Debrief with team by noting what went well, what needs changes & to decide on date for next event
- Thank volunteers, committee & sponsors

SCHOOL EVENT

Print Marketing Options

- Banner, posters & flyers displayed at school
- Card Your Yard Letters or other yard signs at school & in local neighborhood
- Flyers, bookmarks or stickers sent home in student folders

Digital Marketing Ideas

- Updates to Booster Club/PTO & School Websites
- Posts to Booster Club/PTO & School Social Media Accounts
- Email announcements through school, booster club/PTO, teacher and homeroom weekly/monthly emails

Live Marketing Options

- Announcements in student assembly & at booster club meetings
- Students & school mascot utilize posters to bring attention during morning drop-off
- Sell tickets/wristbands at other school events like Book Fair

Sponsorship Ideas

- Businesses owned by school families- start a school business directory featuring family-owned businesses
- Businesses in local area/neighborhood around school
- Businesses frequented by school population

Sponsorship Tips

- Find business connections for sponsors (ie, dermatologist sponsors the shade tent, a pet boarding for the petting zoo, a gym for the obstacle course, etc.)
- Someone who frequents the business should ask for the donation

volunteer roles & tips

Reventals

SCHOOL EVENT

Parent Committee Roles

- Volunteer Chair
- Food Truck & Vendor Chair
- Indoor Activity Chair
- Outdoor Games/Ride Chair
- Prize/Candy Table Chair
- Cakewalk Chair
- Marketing Chair

Day of Parent Volunteer Tasks

- Sell/deliver tickets & wristbands at registration table
- Supervise Candy/Prize Table and Cakewalk
- Manage outdoor rides like climbing wall or obstacle course
- Supervise student volunteers (especially during set up/take down)

Day of Student Volunteer Tasks

- Assist kids with small arcade games
- Manage lines at rides & cakewalk
- Perform indoor activities like face paint, hair spray, sand art, etc.
- Set up and take down

Student Volunteer Sources

- Middle School students seeking volunteer hours for school clubs
- Boy Scouts/Girl Scout Troops
- High School students from National Honor Society
- National Charity League

Volunteer Management

- Use Signup Genius or Volunteer Signup to organize volunteer needs & schedules
- Try to put 2 students together so they can have fun working with a friend & have one parent supervising each area of student volunteers

master checklist

Reventals

SCHOOL EVENT

- EQUIPMENT- Tents, Audio/Visual, Stage, Hand-washing Stations
- RIDES- Spinning Tea Cups, Barrel Train, Climbing Wall, Eurobungy
- INFLATABLES- Obstacle Course, Hamster Balls, Mechanical Bull
- GAMES- Ring Toss, Giant Kerplunk, Ladder Golf, Giant Jenga, Dunk Tank
- ACTIVITIES- Face Painting, Colored Hair Spray, Sand Art
- ENTERTAINMENT- Musicians, Petting Zoo, Balloon Twisting, Circus Performers
- FOOD TRUCKS- Pizza, Burgers, Hot Dogs, BBQ
- DESSERT VENDORS- Ice Cream, Cotton Candy, Snow Cones