

PTA Event / Activity - Checklist

- This form should be completed for each event.
- The completed form should be provided to the PTA Officers.
- A copy of the completed checklist should be saved on the PTA Web Pages.

Activity	PTA Easter Egg Hunt – Wednesday 29th & Thursday 30th March 2017
Brief description of activity and summary	<p>The PTA will run an Easter Egg Hunt for a participating number of children. The basic format of the event is as follows:</p> <ul style="list-style-type: none"> • Event run across two lunch times • Day 1 Foundation & Middle School, Day 2 Lower School & Upper School • Event to take place outdoors (weather dependent) • Event will take place within the Foundation outdoor play area as it is a gated area that can be controlled • Children arrive at the egg hunt area and are given a piece of paper/card containing a colour and a number (unique to them) • Children then search for the plastic egg that matches their colour and number • Child returns the found plastic egg and number card to an appointed PTA member to collect their chocolate Easter egg • Parents & Upper School AAs/PMs to help with the event.
Supplies Needed	<ul style="list-style-type: none"> • Plastic eggs based on 180 which is the maximum number likely to be required on one day • Spare plastic eggs as a contingency to replace lost/broken eggs or to cover number of children if more attend one Day 2 than expected. Spares can also be used as an example of what children will be searching for • Marker pen to individually number the plastic eggs ie; 40 yellow eggs would be numbered 1 to 40 and so on • Numbers printed onto card/paper in the colour of the eggs ie; if there are 30 green eggs then there would be 30 cards printed with green Colour Coding individually numbered 1 to 30 and so on • Posters for classroom windows, website, facebook • Decoration/signage for egg hunt area ie; bunting, arrows, bunny headwear for helpers etc (optional) • 1 x class lists provided by the office, ticked by PTA with children that have booked & paid to take part • Name labels, one per child provided by the office, class teacher name/initials to be included on label. • Pens inc highlighters for parent helpers looking after the name lists & collection • PTA Post Box in Office Foyer for entries • Small Easter themed box for numbered cards to be given out from on the day • Small Easter themed box for numbered cards to be returned to at finish point • Storage box for plastic eggs to be returned to / all items stored in at end of event • Chocolate Easter eggs/bunny, enough for one per participating child plus 10 spares
ACTION Prior to Event	<ul style="list-style-type: none"> • Agree dates with Headteacher and PTA Officers • Approximately 2 weeks before the date, the event communicated to parents via letter emailed home with reply slip • Parents return the reply slip with payment (£2 each), deadline for replies 1 week before event to give time to buy chocolate eggs and any supplies needed • Complete risk assessment and share with PTA Officers & Mrs Stewart for comment • Discuss event with Amanda Oliver Lunchtime Supervisor to brief them on the arrangements and discuss the possibility of KS1 children having their lunch 10 minutes earlier than usual on the day they are taking part. • Notify teachers of the arrangements especially Foundation as using their outside space. • Check supplies in PTA garage / buy supplies as needed • Provide copy of final checklist, risk assessment and any instructions to all parent helpers • Ask Mrs Stewart if Upper School AA's, PM's, School Council can assist in any way needed particularly finding missing children and re-directing children • On the class list, tick off the children that have booked and paid, write any 'special requests'

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	<ul style="list-style-type: none"> • Take 3 copies of the ticked class lists (original for Arrivals, 1 copy for each class teacher, 1 copy for Amanda Oliver Lunchtime Supervisor, 1 copy for egg collection point) • Name labels to be highlighted to indicate which day the child is participating. Cross through the children not taking part • Provide class teacher with their class list with names of children participating • A few days before event send an email to all parents with thanks for signing up and clarifying the plans/arrangements. • Arrange a list of parent helpers, based on a minimum of 10 parents. Roles for parent helpers are: <ul style="list-style-type: none"> • 1 to man the entrance gate and allow children in as others leave. • 3 to man the queue and tick children off a list as 'arrived' (1 parent per class list) • 1 to provide children in the queue with their colour & number • 1 to man the gate near MS to prevent 'un-authorized children' entering/exiting • 1 to float around the hidden egg area to help children as needed • 3 to run the egg collection point ie; collect plastic eggs/cards and give each child their egg, and help them find/apply their name label to their egg
<p>ACTION on day of Event (before start)</p>	<ul style="list-style-type: none"> • Before the start of the egg hunt on each day, the PTA will arrive early enough to hide the required number of plastic eggs (based on the number of children known to be participating) • The PTA will also decorate the egg hunt area as required (optional) • The PTA will set up the egg collection area (operated out of the Pool changing room) • The timing of the event is PTA set up 11.30am-12pm, KS1 children eat lunch 10 minutes earlier than usual so arrive approximately 12.15, KS2 children arrive from 12.30, lunch ends 1.10pm • Ensure all parent helpers are present and briefed to carry out their duty adequately
<p>ACTION on the day (during event)</p>	<ul style="list-style-type: none"> • Children arrive at the egg hunt area and greeted by parent helpers with class lists. • PTA member finds the name of each child on their class list and marks them off as 'arrived' • PTA member gives each child a piece of paper/card printed with a colour and number (all printed paper/cards issued are unique) • Children then enter the FS gated area which is the hidden egg area and search for the plastic egg that matches the colour and number on their card • Allocated parent helpers assigned to the hidden egg hunt area will help children as needed • When the child has found the plastic egg that matches their card, they leave the hidden egg area and go to the chocolate egg collection area (operated from Pool Changing Room). PTA member on the exit gate checks they have a correct match before they exit • At the chocolate egg collection point, PTA member checks their card and plastic egg match then gives them their egg, help the child find and apply their name label to their egg • The child leaves the egg hunt area
<p>ACTION After Event</p>	<ul style="list-style-type: none"> • Lead checks all children on the 'arrived' list are marked off, identify any that didn't arrive • Check the 'received egg' name labels, identify any queries – cross reference remaining labels with 'arrived' list • Spare / remaining eggs distributed as appropriate • Area to be tidied after event as necessary, any surplus plastic eggs to be removed from site. • Plastic eggs, numbered cards and any supplies to be placed in the box provided and stored in the PTA garage for next event. • Summary/feedback from all parents involved to be gathered and shared, this will indicate any lessons learnt and any improvements that can be made for next time.
<p>Completed By / Date</p>	<p>Michaela Thomas 20.03.17</p>