

The PTO Event Reality Check

10 questions to help you spot planning gaps before event day.

Your event is on the calendar. The date is set. The group chat is active. But are you *actually* ready?

Mark one response for each question. Think about what is **confirmed**, not just what is planned.

RESPONSE KEY		We've got this 2 points	Almost there 1 point	Not even close 0 points
01	Do we know the goal of this event? Fundraising, community-building, appreciation, fun—or a clear mix?	☐	☐	☐
02	Does someone own every major part of the event? No vague “I thought someone else was handling that” assignments.	☐	☐	☐
03	Do we have volunteers for setup, the event, and cleanup? And does each person know when to show up and what to do?	☐	☐	☐
04	Is our budget based on real numbers? Check likely expenses, expected income (if relevant), and a cushion.	☐	☐	☐
05	Do we have the required school approvals? Confirm space, staff or custodial needs, permissions, and school procedures.	☐	☐	☐
06	Is our timeline realistic? Are the decisions, orders, and deadlines mapped out ahead of event week?	☐	☐	☐
07	Have we told families what they need to know? What, when, where, cost (if any), and how to participate.	☐	☐	☐
08	Are supplies, vendors, and equipment confirmed? Not just on a list of things someone still needs to order.	☐	☐	☐
09	Do we have a backup plan for likely disruptions? Think weather, no-shows, missing materials, and event safety needs.	☐	☐	☐
10	Could someone else step in and keep things moving? Are the key details accessible beyond one person's inbox or memory?	☐	☐	☐

Add your points and turn the page for your readiness snapshot and next three moves.

Your Event Readiness Report

A score is a starting point—not a guarantee. Use it to identify what needs attention **before** event day.

YOUR SCORE

___ / 20

17–20 | Looking good

Most fundamentals appear in place. Confirm the details and keep everyone informed.

13–16 | Almost there

A few loose ends could turn into avoidable stress. Close the most important gaps.

8–12 | Needs attention

Several areas need work. Assign owners and firm up the plan before moving ahead.

0–7 | Time to regroup

Revisit the essentials together: ownership, approvals, budget, and logistics.

Important: If school approval, safety requirements, or essential event coverage is missing, address that first regardless of your score.

FIX THESE FIRST

Start with your “Not even close” answers. Write down the three highest-priority gaps and give each a clear owner and deadline.

Priority / next action	Person responsible	Due date
1.		
2.		
3.		

ONE LAST REALITY CHECK

- ☐ What's most likely to fall through if we don't address it now?
- ☐ What important detail still lives only in someone's head?
- ☐ What decision needs to happen this week?

A successful event isn't one where everything goes perfectly. It's one where the team knows the plan, knows their roles, and knows what to do when plans change.

Need more than a quick check? Explore editable planners, forms, and school-event tools at **The Planning Post**.

Visit: theplanningpost.etsy.com

Free resource from The PTO Collective. Additional planning resources available separately from The Planning Post.