



St Albans Girls' School

CHARITY EVENT TO DO LIST

Task	Person responsible	Target date	Tick When Done	Signed by Staff Member
Miss Rose confirms that your event can take place and puts it on the charity calendar				
Inform your House Captains and 6 th Form Prefects so that they can help you				
Which member of staff will be supervising your event? Do they know the date, time and location?				
Decide who in your team/form will complete each task				
Design poster				
Email poster to Miss Rose for checking before it can be displayed on e-bulletins				
Miss Rose authorises the use of the poster				
Collect in/purchase items required for your stall				
One week before the event request a float by completing a float request form				
Organise with site team for a table in location of your event				
Collect Float from finance office and return all money at end of each lunch time you are running your stall				
Ask permission of class teacher one lesson in advance to be allowed to leave five minutes early to set up stall (3 students max)				
Run stall				
Return cash box and all money directly to finance immediately after the event each day				
Give any receipts for goods purchased to Miss Rose for signing before taking them to finance				
Take signed receipts to finance to reclaim money spent on the event				
Write a short article for Stagslink about your stall and email it to Miss Rose				

Congratulations on running a successful event!