

## MCCPTA Committee Work Plan 2009-10

**Committee: Special Events**

**Chair(s): Frances Frost**

**Email: bpsptapresident@aol.com**

### **Vision**

*How does the work of your committee support the objects and mission of PTA and the focus of MCCPTA?*

This committee supports those events that celebrate the work of the MCCPTA, such as the Presidents & Principals Dinner and additional events such as the MCCPTA Legislative Dinner, MCBRE's Champions for Children Dinner that MCCPTA participates in, MCCPTA County Council Dinner and MCCPTA Spring and Fall trainings for local PTAs.

### **Goals**

*Give a summary statement of your committee's goals for this year. Consider how you will identify attainment.*

Under the direction and approval of MCCPTA, this committee will address the following goals this year:

This committee's goal will be to plan for appetizing meals and refreshments in a comfortable setting for the required events. We will do this cost-consciously and in a timely manner by preparing a budget and menu for each event.

### **Action Steps**

*What does your committee plan to do to achieve these goals? Include plans for meetings, mailings, etc., interaction with other MCCPTA committees, MCPS staff you may work with and in what capacity, other county, state or federal agencies, organizations you may contact as part of your action plan.*

Under the direction and approval of MCCPTA, this committee and its sub-committees will use the following steps to achieve the outlined goals:

- Recruit committee members
- Meet with previous Special Events chair, if available

- October - Legislative Meeting
  - Consult with the MCCPTA President and VP Legislation to plan the event
  - Acquire menus from MCPS for catering
  - Develop budget and menu
  - Order food upon approval from the MCCPTA Executive Committee
  - Plan for any decorations as approved by the MCCPTA Executive Committee
  - Assist in the set-up on the evening of event
  
- April- MCBRE Champions for Children Dinner
  - Plan for any decorations (centerpieces)
  - Assist on the evening of the event along with the MCCPTA Executive Committee, etc.
  
- April- MCCPTA County Council Dinner
  - Develop budget and menu
  - Order food upon approval from the MCCPTA Executive Committee
  - Assist in the set-up on the evening of the event
  
- May - Presidents & Principals Dinner
  - Meet with the MCCPTA chair of the event
  - Review requirements for Life Membership Awards
  - Plan for advertisement and recruitment of applicants for Life Membership Awards
  - Make selection recommendations

**Expenses-**

Food, beverage, paper products and other related items noted in the workplan for selected events. Expenses are noted in the Legislative Committee workplan and the Training Committee workplan. This committee assists both committees in MCCPTA planned events.

\*Chair of the committee will use any leftover products from past events at future events as a cost saving measure. (Examples: paper products, etc.)