

Check List – Mother’s Day Flower Sale

Band Boosters		
<input type="checkbox"/>	Identify event coordinator	President
<input type="checkbox"/>	Submit city permit form (Permit for Special Events) – Should submit form to city by mid-April	Event Coordinator
<input type="checkbox"/>	Order flowers – Order flowers 3 to 4 weeks before the event. Vendor:	Webmaster
<input type="checkbox"/>	Create event flyer, distribute to all schools and central admin. for posting.	Publicity or Secretary
<input type="checkbox"/>	Banners/Signage: Need at least three large Banners in bold colors. One hangs on each side of van or trailer parked near parking lot entrance. One banner hangs on high school behind sales table. One vinyl banner should be in the band room. Otherwise, paper banners need to be made.	Students, Event Coordinator
<input type="checkbox"/>	Identify volunteers – three shifts starting at 8am, ending at 4pm. Sale starts at 9:00AM	Event Coordinator
<input type="checkbox"/>	Make sure cash box is available	Event Coordinator / Treasurer
<input type="checkbox"/>	Make price lists/signs	
Estimated income: \$500.00		

Notes: By noon, sold out of:

- Large geraniums
- Spike and vines
- Bridal veil
- Marigolds