

## Information Sheet for Setting Up PHSA Activities

The PHSA **Activities Coordinator** is the contact person for monthly events:

field trips, guest speakers, educational demonstrations, adult gatherings, and volunteer opportunities

The PHSA **Vice President** is the contact person for yearly events or classes:

shares (science, poetry, etc.), hands-on science events (rockets, egg drop, catapult, etc.), disability awareness, folk dance, art classes, Little Learners, Presentation Night, Watershed Field Day, other PHSA and community events

\*The Activities Coordinator's and Vice President's roles are to help troubleshoot and keep the calendar of activities organized and members informed.

### Steps to set up any PHSA event:

- 1) Based on the type of event, reach out to the **contact person** listed above to schedule a date or obtain additional information.
- 2) Use the **event questions below** to organize your information.
- 3) Type up your information into a simple **"forward-ready" email format and send it** to the corresponding PHSA contact person.

The Activities Coordinator or VP will contact you if they need any additional information and then will send your email on to the Communications Person. Your event information will be sent out to the group advertising your activity and your planning will be completed. Thank you for your investment in PHSA!

#### Organizer's Information Name:

Phone #:

Email:

RSVP date, if necessary:

#### Event Information Place:

Event description:

Date & Time:

Address/Directions:

How long will the event take:

#### Additional information:

What should families plan to bring (water, snacks, towels, cash):

Contact information to send Thank You card:

#### Good questions to ask:

Is the event open to all ages?

Is there a preferred group size?

→Would two smaller groups be easier to accommodate than one?

→If doing two groups, will they be done simultaneously or back-to-back?

Is there a preferred dress code? (e.g. closed toed-shoes needed, hats, etc.)

Is the event site stroller friendly?