

# Event Checklist

**KEY:** Fill in dates. Send items home with students.

<b>14 Weeks</b> (or earlier) Prior to Your KidsArt Fairs Event	
<input type="checkbox"/> Create Your Art Kit Arrives <ul style="list-style-type: none"> <li>• Art Paper</li> <li>• Student Artwork Folders</li> <li>• Signature Templates</li> <li>• 2 Classroom Posters                         <ul style="list-style-type: none"> <li>– Hang in classroom and talk up art fair</li> </ul> </li> <li>• How-to Guide</li> <li>• 2 Sample Frames                         <ul style="list-style-type: none"> <li>– Display 1 in office with <i>Burst and Cardboard Easel</i></li> <li>– Use 1 in Classroom – Show students how professional their artwork looks framed</li> </ul> </li> </ul>	
<input type="checkbox"/> Complete Art Project(s) in Classrooms	Date:
<input type="checkbox"/> Develop Plan to Recruit Volunteers	Date:
<b>7 Weeks</b>	
<input type="checkbox"/> Respond to email from KidsArt Fairs to Confirm Date and Time for Invitations	Date:
<b>5 Weeks</b>	
<input type="checkbox"/> Promotional Kit Arrives <ul style="list-style-type: none"> <li>• 2 Outdoor Plastic Banners</li> <li>• Paper Hallway Posters</li> <li>• Student Reminder Stickers</li> <li>• 2 Sets of Invitations</li> <li>• After the Fair Thank You Flyer/ Order Form</li> <li>• How-to Guide</li> </ul>	
<input type="checkbox"/> Refer to Guidebook on how to promote your event	
<input type="checkbox"/> Explain Art Fair RSVP Process to Staff and Front Office	Date:
<input type="checkbox"/> Distribute envelopes for collecting RSVPs to homeroom teachers	Date:
<input type="checkbox"/> Send home 1st set of Customized Invitations	Date:
<input type="checkbox"/> Start recruiting volunteers by advertising on school's website	Date:
<b>3 Weeks</b>	
<input type="checkbox"/> Send home 2nd set of Customized Invitations	Date:
<input type="checkbox"/> Collect RSVP responses	
<input type="checkbox"/> List volunteers from the RSVP Slips on Volunteer Worksheet	
<input type="checkbox"/> Arrange publicity, decorations, refreshments and other activities	
<input type="checkbox"/> Include notice in school newspaper and on web site	Date:
<b>17 Days</b>	
<input type="checkbox"/> Count RSVP Slips from individual classrooms	
<input type="checkbox"/> KidsArt Fairs team member will call for total RSVP Slip count for shipping	Date:

<b>2 Weeks</b>	
<input type="checkbox"/> Set up pre-order display in front office or other visible area	Date:
<input type="checkbox"/> Set up Volunteer Sign-up Sheet near pre-order display	Date:
<input type="checkbox"/> Continue to collect RSVP responses	
<input type="checkbox"/> Put notice on school marquee	Date:
<input type="checkbox"/> Hang paper posters in busy areas of the school	Date:
<input type="checkbox"/> Hang 2 plastic outdoor banners	Date:
<input type="checkbox"/> Confirm with front office where the shipment is to be dropped	Date:
<b>1 Week</b>	
<input type="checkbox"/> Collect RSVP responses and separate the artwork to be framed	
<input type="checkbox"/> Arrange for daily PA or closed circuit TV reminders	Date:
<b>Day Before</b>	
<input type="checkbox"/> Be sure to check that the frames, displays, and event supplies arrive	
<input type="checkbox"/> Confirm volunteers to assist in organizing artwork/RSVP Slips and to help with framing and set up the day of the event.	Date:
<b>Art Fair Day</b>	
<input type="checkbox"/> Send students home with Student Reminder Stickers	Date:
<input type="checkbox"/> Art Fair Coordinator arrives approximately 2 hours before event	
<input type="checkbox"/> Set up for the event, frame art, and coordinate refreshments, activities and decorations	
<input type="checkbox"/> You are the host of the event, walk around and meet with your students and their families!	
<input type="checkbox"/> Take down displays, repack unsold frames, merchandise, etc. and prepare the return shipment	
<b>After the Event</b>	
<input type="checkbox"/> Thank your volunteers and parents	
<input type="checkbox"/> Send home Thank You and After the Fair Order Flyers	Date:
<input type="checkbox"/> Collect orders and send in to KidsArt Fairs up to 3 weeks after your event. Orders must be received within 30 days of the event for donation credit.	Date:
<input type="checkbox"/> Rebook fair for same time next year!	Date: