

Loma Vista PTO

TIP SHEET For Your Event

If you are a Loma Vista parent or supporter but not a member of the PTO Board and you have an event or activity you would like to organize for Loma Vista, here is the general process:

- Contact the PTO President and ask to be included on a PTO meeting agenda. Meeting dates are posted on the Loma Vista web site calendar. We would prefer to hear your presentation in person but if you cannot attend the meeting, provide all information about your event/activity to the President who may present on your behalf. Please note that some activities require the school principal's input/approval

When presenting to the PTO we will want to know:

- Who you are (we're glad to be hearing from you!)
- What event/activity you are proposing
- When your activity will take place (we will want to coordinate with other scheduled activities)
- Where, how, why your activity will happen and who will be involved.
- How will Loma Vista be involved?

Once your activity is approved, the tips below will help you promote your event at Loma Vista. See [Tip Sheet for Board Members](#) under the PTO tab at www.lomavistacougars.com for more information.

In general:

- Provide the Loma Vista newsletter editor & web master with details
- Reserve space
- Secure supplies/donations/volunteers etc
- Produce flyers, banners etc to promote your event
- Host your event
- Report back to the PTO about how your event went