

# The *Ultimate* FINE ARTS NIGHT Planning Timeline

**START**

## MONTH 1

- Meet with school administration to discuss plans and choose an event date.
- Meet with PTA to discuss plans and ask about volunteers.
- Decide what activities to provide for attendees.
- Estimate how much everything will cost.

## MONTH 2

- Finalize the budget.
- Reach out to and secure volunteers.
- Decide what refreshments to provide.
- Reach out to local businesses for donations.

## MONTH 3

- Decide what type of student artwork to include in the show.
- Design flyers, programs, and/or other print materials.
- Hold planning meetings to discuss updates with the PTA, administration, music teacher, and any others involved.
- Finalize where refreshments will be coming from.

## MONTH 4

- Purchase the materials for the planned art activities.
- Organize and label the artwork that will be displayed.

## MONTH 5

- Finalize and print flyers, programs and/or other print materials.
- Check in with volunteers about their duties and time slots.
- Have all artwork labeled and ready to display.

## MONTH 6

- Do a final check-in with those volunteering, donating, and providing refreshments to make sure they are still willing and available to help.
- Purchase any items needed for the big day.

**END - ENJOY THE SHOW!**

