

# Classroom Planning Checklist

A broad starter checklist for parties, volunteers, gifts, supplies, deadlines, and parent communication.

## Fast setup

- Name the event or task.
- Confirm the teacher or school rules.
- Pick one parent owner and one backup.
- Decide what needs to be sent, printed, bought, or collected.

## Parent coordination

- Send one clear message with the exact ask.
- Use a sign-up sheet instead of tracking replies manually.
- Give a deadline and a backup option.
- Send one reminder 24 to 48 hours before the event.

## Launch checklist

- Attach the final printable.
- Confirm supply status.
- Confirm volunteer roles.
- Save the message thread or email for reference.

## Master checklist

Task	Owner	Due	Status
Confirm school rules and allergy limits			
Choose party or activity plan			
Send parent sign-up message			
Collect supplies or donations			
Send final reminder			
Day-of setup and cleanup plan			

ClassMoms.com - starter template. Edit for your school, grade, teacher, and district rules.