**To-Do List**

* Contact schools
* Contact Elephant Thought
* ~~Map of Field~~
* Find Supervisors
* Contact Mr.Welch about Talent Show
* Talk to Mrs.Cain about the schedule (get approved)
* Ensure field and cafe can be used (Talk to principal)
* Contact TPT (form)
* Organize groups
* Organize who runs events
* Organize what extras can help with
* Find a Talent Show MC
* Thank you cards
* Announcements (write them out of sheet)
* Talk to Laura and Mrs Cain about face cut out for sponge toss
* Budget- more accurate
* Visit schools
* Food- Who are we getting from?- contact
* List of prizes
* List of supplies we need to personally buy
* Name Tags
* Make Sign-up sheet
* Spirit wear- how much do we have to use?- order forms to distribute to students?
* Posters
* Make game signs
* Make playlist
* Make/ Organize a to-do list for the day before and of the event
* Get materials required
* Find out who can take pictures/videos (Go Pros?)