



WEST U ELEMENTARY PTO 2025-2026

EVENT CHEAT SHEET

PLANNING

- **PRE-EVENT MEETING:** Schedule a meeting with your VP, Scott Disch, and Caryn Barron one month prior to your event
- **RESERVE SPACE:** reserve your space at wues.org/reservation
- **SECURITY (event attendance over 300):** send dates, times, and location to carolinewalter1@gmail.com
- **CUSTODIANS:** submit dates, times, and location to Caryn Barron at CBARRON2@houstonisd.org and treasury@westupto.org
- **CAFETERIA:** if your event needs assistance from cafeteria staff, submit dates and times to Caryn Barron at CBARRON2@houstonisd.org
- **CLEAN UP:** All items used for the event must be put back- shed, gear closet, program closet, etc. **NOT ON THE STAGE!**

PURCHASES & SALES

- **USE PTO CREDIT CARD:** Please use whenever possible. ALL purchases require a reimbursement from, [found here](#). If needed sooner, submit purchase request to treasury@westupto.org or contact Jordann Grodin at (713) 291-2891
- **CHECKS:** require a form 2 weeks in advance
- **TAXES:** when possible, use our tax-free accounts with Amazon, Oriental Trading, Home Depot, and Sam's Club. We cannot reimburse sales tax
- **No personal reimbursements over \$600**
- **SQUARES:** If selling food or gear at your event, contact Arlene Wells at least 1 week before the event for Square codes and point-of-sale devices at treasury@westupto.org or (832) 696-8756

COMMUNICATIONS

- **SUBMISSIONS:** ALL event promos must be [submitted here](#) under "Submit Comms Request." Please include event details and digital flyer.
 - **Monday folders:** submit by the [Monday before](#) distribution
 - **Mustang News:** submit by the [Wednesday before](#) publication
 - **Website updates:** submit [one week before](#) publication
 - **Social Media posts:** submit [one week before](#) scheduled post -- If you need something **rush** posted, please post an IG story on your personal account & tag @westu_pto for reposting.
 - **Grade Level emails:** submit [one week before](#) distribution

MISCELLANEOUS

- **SPONSORSHIPS:** Contact Jordan Jewett BEFORE reaching out to businesses. She may also suggest businesses for in-kind sponsorships. You can reach her at fundraising@westupto.org or (832) 859-4853
- **PTO EMAILS & G DRIVE:** Please use your PTO email for communications. This will also get you access to the G Drive to create & store all spreadsheets, cost tracking, checklists, and event documents. If you have not received a PTO email and would like one, please email Lulu Lopez at communications@westupto.org. IMPORTANT- you must create & keep your files in your event folder on your PTO G Drive!
- **CANVA:** Login with your westupto.org email and password: **WUES2024!\$** or by email code/link. IMPORTANT- you must create & keep your designs in your event folder on your PTO Canva account!
- **VOLUNTEERS:** Need more hands? Contact Angela Androphy, VP of Volunteers, to source additional help from the volunteer database. You can reach her at memberships@westupto.org or (303) 921-7371