

NSS PTA New Program Checklist

Event/Program Title _____
Event/Program Date (s) _____
Event/Program Budget _____
Event/Program Leads _____

Pre Event/Program:

- _____ NSS New Vendor Form – Certificate of Liability Insurance
- _____ W-9 Form (w-9 needs to be filled out by independent contractors who are getting paid \$600 or more per calendar year so, you may want to have one on file should their pay exceed \$600.)
- _____ Tax Exempt Form
- _____ NSS Event Communications Form
- _____ NSS Facility Request Form
- _____ NSS Cash/Check Tally Sheet

Post Event/Program:

- _____ NSS PTA Check Reimbursement/Expense Reimbursement Form

Notes:
