Restaurant spirit night planning kit

A head start for your PTO or PTA board. Take what's useful and change the rest.

Timeline

4 to 5 weeks out

- [ ] Choose a restaurant that runs spirit nights
  Ask what share of sales comes back, and what families need to show or say.

2 to 3 weeks out

- [ ] Book the date with the restaurant
  Check it against the school calendar.
- [ ] Get the restaurant's flyer or code
- [ ] Add it to the school newsletter
- [ ] Send the flyer home and post it online
- [ ] Share the sign-up for greeters

The final week

- [ ] Invite teachers to come by
  Students love seeing their teachers there.
- [ ] Send a reminder to families

Spirit night

- [ ] Post a same-day reminder
- [ ] Check in with the manager when you arrive

After the spirit night

- [ ] Thank families and the restaurant
- [ ] Confirm the total with the restaurant
  Ask when and how the check will come.
- [ ] Record the donation when it arrives
- [ ] Write down what to change next time

Volunteer spots

A sample to adapt. Add, cut, or rename spots to suit your school.

Spot	When	People
Greeters: First Shift Welcome families and hand out stickers.	5:00 PM to 6:30 PM	2
Greeters: Second Shift Welcome families and hand out stickers.	6:30 PM to 8:00 PM	2
Newsletter Photos Take a few photos of the night for the newsletter.	6:00 PM to 7:00 PM	1

Sample budget

Placeholder amounts to help you get started, not real prices. Swap in your own numbers.

Item	Example	Our budget
Stickers or small giveaways	$25	
Flyers	$15	
Total	**$40**	

Shopping list

Office supply store

- [ ] Flyers
- [ ] Name tags for volunteers

Party or dollar store

- [ ] Stickers or small giveaways
- [ ] Balloons for the door

Easy things to overlook

The restaurant's rules
Some count only orders with a flyer or code, or only dine-in. Putting that on the flyer saves disappointment.

A same-day reminder
Families decide on dinner the same day. A post that afternoon helps more than one a week earlier.

Teachers draw a crowd
When students know a favorite teacher will be there, more families come.

Following up on the check
It can take a few weeks to arrive. A reminder on the calendar makes sure it does.

Notes for next time
Which night and which restaurant worked best is worth writing down.

Want it all in one place?
PineBoard can hold your tasks, volunteers, shopping, and budget together, and copies the plan to next year. Try it free for 60 days at pineboard.app.