Planning Guide for District Events

Pre-Planning

- What is the event and the nature of the event?

- Who are the parties involved in the event?

- Who is the potential audience?

- Will Central Office Administration / Board of Trustees (BOT) be invited or possibly present?

- What is the planned venue for the event?

- Is the space adequate for the event and the potential audience?

- Is there a plan if the audience exceeds the seating capacity?

- Does the event require publicity? Invitations? District website?

- Does the event require completing Facility Use Requests (FURs) in Eduphoria! FormSpace?

- Will invitations be sent to parents, Central Office or the BOT for the event?

- Will there be a program distributed for the event?

- Will students involved in the event be required to be academically eligible to participate in the event?

- Has the suitability of subject matter been approved by the Director of Fine Arts PRIOR to event being scheduled?

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Calendaring

- Each secondary school should have a calendaring meeting for the leaders of organizations that have large events, concerts, competitions and productions to set a school calendar. This meeting should be held during the final week of school each year to plan the following year's calendar.

- Each elementary school should have a calendaring meeting and set all major events, programs and meetings before the first day of classes each school year.

- After events are scheduled, a FUR (Facility Use Request) must be completed in Eduphoria. Upon its approval notifications are sent for air/heat, security and custodial services.

- If the event is one that should be attended by the Superintendent of Schools contact her office before setting the date and time of the event.

- A complete calendar of events should be submitted to the Director of Communications prior to the first day of classes each school year. Athletic schedules and events will be provided to the Director of Communications by the Director of Athletics while Performing and Visual Arts events will be provided by the Director of Fine Arts & Academic Enrichment.

- Any changes in date and/or time of venue should be sent to the Director of Communications and the Office of the Superintendent immediately.

Publicity & Invitations

- Send information about the event or a news brief with photos to the Director of Communications at least ten days prior to the event so that the media may be notified and additional information and photos may be acquired if necessary.

- Any announcements to be placed on the district webpage should be sent to the Director of Communications for approval.

- Invitations to Cabinet members must be received fourteen days prior to the event.

- Electronic Invitations to Board members are to be emailed to the Administrative Assistant to the Superintendent and Board of Trustees fourteen days prior to the event for distribution. Printed or paper invitations may not be used to invite Board of Trustee members to events.

Script / Tasks / Ceremony

- Delegate all tasks (completing FUR's, publicity, invitations, setting the venue, writing/outlining the script, etc)

- Personally review the outline of the event.

- Opening of formal ceremony:
  - Welcome
  - Presentation of Colors (optional)
  - US Pledge
  - National Anthem (optional)
  - Texas Pledge
  - Invocation (optional)

- Remind the audience of proper behaviors as each section of the ceremony takes place ("Would you please stand and remove your hats for the presentation of the colors" or "Please stand, remove your hats for the presentation of the colors and remain standing for the pledge and our national Anthem" and "please be seated at this time.").

Personnel / Security

- All seating reserved for participants and VIP's should be clearly marked prior to the beginning of the event.
- Administrators as well as teacher/parent chaperones should be available and visible at all times and actively monitoring the audience (no cell phone calls or texting, assist parents with escorting crying children from the event, curbing talking or disruptive behavior)
- Someone should be stationed at the entrance to assist the handicapped enter if needed and help late comers find seating.
- Handicapped / wheelchair access may not be blocked.

Equipment

- Sound, lighting and AV equipment for any presentation should be assembled, set up and checked prior to the event (microphones, CD player or digital player, musical instruments, computers/projectors, house lights, special lighting, etc)

- Always have a back up plan in case of equipment failure.

Final Preparations

- FUR has been confirmed if necessary.

- The building is open if the public is invited.

- Signs are placed offering directions to the event for those unfamiliar with the building.

- Restrooms are open.

- All sound, lighting and other equipment have been tested and are in place.

- Programs have been prepared, proofed, copied and are ready for distribution.

- The attendance of guests / VIP's to be introduced has been confirmed.

- Arrangements have been made if the school's bell system is to be turned off.

Execution

- Maintain quality customer service from start to finish. Remember all those in attendance are your customers.

- One can never communicate too much information (behavior expectations, handicapped access, where are the closest restrooms are located, etc). If a fog machine or special lighting is to be used or subject matter is not suitable for small children let the audience know in advance to avoid panic or concerns.

- Always begin the event at the designated time.

- As you welcome the audience, begin with an explanation of appropriate behavior for the event (use the district concert etiquette that applies to your event) and how formal ceremonies and performances are different from pep rallies, sporting events or rock concerts.

Concert Etiquette

We teach our students the rules of concert etiquette so that its value may form a life-long appreciation of the art of performance.

- Noise, disruptions, and talking are not permitted during the program.
- Once you have entered the auditorium, please remain seated until the performance has concluded. In case of an emergency, it is proper to leave only at the conclusion of a song.
- Roaming the aisles during a song distracts the group on stage and lessens the performance. Please give all performing groups the courtesy and respect that their hard work and efforts have earned them.
- Smoking is not permitted.
- Food, gum, and drinks are not permitted in the auditorium.
- Please escort crying children to the outside lobby.
- Please turn off all cell phones. No text messaging, please.

Comportamiento del Concierto

Nosotros educamos a nuestros estudiantes sobre el comportamiento apropiado en un concierto de modo que su valor pueda formar un aprecio de toda la vida por las artes interpretativas.

- No se permiten interrupciones, ruido y conversaciones durante el concierto.
- Una vez que usted ha entrado al auditorio, por favor permanezca sentado hasta que la presentación haya concluido. En caso de emergencia, solamente es apropiado salir hasta que una canción haya terminado.
- Caminar por los pasillos durante una canción distrae al grupo en el escenario y disminuye la interpretación. Por favor brinde a todos los grupos la cortesía y el respeto por su arduo trabajo y esfuerzo.
- No se permite fumar.
- No se permite en el auditorio comida, chicle y bebidas.
- Por favor lleve a sus niños a la sala de afuera si es que comienzan a llorar.
- Por favor apague su teléfono celular. Por favor no envíe mensajes de texto.