

Checklist for SHS Special Events

Event Chairperson/s _____

Administrator/IC _____

Event Title _____

Date _____ Time/s _____

Others involved in organizing event _____

_____ **Administrator/IC approval (initials)**

_____ **Principal's Secretary**

- _____ • Confirms date and times on building calendar
- _____ • Places Safety Compliance Form in mailbox
- _____ • Confirms that compliance form has been approved by Mr. Donovan and returned to her for files

_____ **Event Chairperson (initials of office staff required)**

- _____ • Writes press release pre and/or post of event activity to local newspapers (Coordinate with Mrs. Weber)
- _____ • Oversees publicity
- _____ *Bear Essential* article/s pre and/or post of event date (Coordinate with Mrs. Zurcher)
- _____ • Provides Mrs. Colschen with information for Alert NOW (Principal's approval required)
- _____ • Writes BBC promo (Assistant Principal's approval required)
- _____ • Invites Central Office
- _____ • Completes Custodial Request Form
- _____ • Completes Materials/Equipment Needed Form
- _____ • Reserves classrooms if necessary
- _____ • Requests adjusted schedule if necessary
- _____ • Arranges for class coverage/substitutes if necessary with Mrs. Zurcher
- _____ • Informs staff of all particulars and their involvement with sufficient notice
- _____ • Arranges for necessary parking arrangements with Mrs. Zurcher
- _____ • Supplies Assistant Principal with updates through written progress reports
- _____ • Supplies Assistant Principal with detailed agenda of event a minimum of 1 week prior to the event
- _____ • Supplies Assistant Principal with final agenda

_____ **Date Submitted to Administrator/Interdisciplinary Coordinator** with all particulars and final overview of event

ACTIVITY REFLECTION:

(Chairperson)

(Committee members)

RECOMMENDATION/S FOR FUTURE:

