

# Guidelines for Grade Level Event Planning

It is suggested that you begin planning 6 weeks prior to event.

- ❖ Pick up event binder from Krista Maire in Events Office
  - Read over event logistics to familiarize yourself with event
- ❖ Meet with **PA President** to go over broad strokes of event
  - **Traci Dalke** - [momof5boysinrb@gmail.com](mailto:momof5boysinrb@gmail.com) /310-920-2079
  - Working within Budget
  - Needs for Communication, Facilities, Volunteers, Vendors
- ❖ Create a Sign-up Genius to coordinate volunteers/contributions
  - This can be put together long before event
- ❖ Coordinate with **Communications** for event announcements (as needed)
  - **Cameron Rogers** - [crogers@rollinghillsprep.org](mailto:crogers@rollinghillsprep.org) or 310-791-1101
  - Friday Letter, Monthly Newsletter, Husky Howl, GLP email push
    - Some events will not need a school wide announcement
- ❖ Coordinate with Outside Vendors (as needed)
  - Lisa's Bon Appetit; Rolling Hills Flower Mart for example
  - This may mean you coordinate with our **Controller** for purchasing on account
  - **Natalie Morales** - [nmorales@rollinghillsprep.org](mailto:nmorales@rollinghillsprep.org) or 310-791-1101
- ❖ PA Shed run
  - Determine items you will pull for event
  - Determine items you will need to purchase
- ❖ Coordinate with **Facilities**
  - **Steve Hagee** - [Shagee@rollinghillsprep.org](mailto:Shagee@rollinghillsprep.org) or 310-791-1101
  - Create map for set up
  - Put together list of items needed (format attached)
    - tables, ice, trash bins, extension cords, etc.
- ❖ Coordinate for **Tech/Sound/Music**
  - **Spencer Rogers** - [srogers@rollinghillsprep.org](mailto:srogers@rollinghillsprep.org) or 310-791-1101
- ❖ Complete Reimbursement Forms
- ❖ Complete Notes for binder; email notes to PA President
- ❖ Done & Done!