



INTRODUCTION

The finishing touches have been put on your new facility. Massive amounts of dirt have become landscaped areas and playing fields, classrooms have been furnished and the paint has dried. It's time to begin planning the unveiling of your new campus or addition to your school. You will want to check with your Area Office and the Community Relations Department before planning the event. At the same time, you should follow the simple guidelines outlined in this manual.

The time required for planning and the activities involved will vary depending on the size and purpose of your event. The following procedures are designed to provide you with guidelines and tips to help make your event a success, but you should also feel free to be creative and innovative. After all - it's your celebration!

PLANNING THE EVENT

The Committee

Establish a committee to plan the event. The committee may include:

- Principal
- Parents
- Teachers
- Students (secondary)
- Facilities project coordinator
- General contractor
- Architect
- Business partner liaison(s)
- Area and District staff
- Local Municipal Representative



Selecting a Date

Establishing a realistic timeline is key to a successful event. Far too many events never reach their potential due to the lack of time to plan. A successful event requires time and good planning by all those involved. Three months before you want to have the event, the committee should select some possible dates and times and have them cleared. This may sound easier than it is. Our District is a large and busy school system and provides a great deal of competition for times and dates. The committee will want to establish a date that enables dignitaries to attend.

To clear a date, contact the Community Relations Department to determine conflicts with the Board Members' calendars or the Superintendent's schedule. Community Relations will also determine if there are any competing events scheduled for the date you have chosen which would make it difficult for some of the people you intend to invite to accept the invitation. The date also should be cleared with your Area Office.