



Steer clear of holding the event on days with regularly scheduled activities such as Tuesday Board meetings and Principal and Area meeting days. Check your school calendar to make sure you have allotted sufficient time for proper planning and that you are not in conflict with another major event planned for your school. Take into consideration the dates before religious or other holidays that would make it difficult for some individuals or groups to attend or participate.

Once you have cleared the date, you should write an official letter to the Superintendent and Board Members asking that they reserve the date and time for the event. If you wish them to speak, you should request this and indicate their specific role (i.e. "a three-minute greeting" or a "two-minute closing"). Be sure to send your Area Office the information.

Establishing the Time

The time of the event often determines who can attend. Rather than allowing the time to dictate attendance, first decide who should attend. Your list will likely include:

- Superintendent
- Board Members
- Local government officials
- Parents
- Area and District staff
- Members of the business community
- Others involved in the project

You may never find a time that will be convenient for everyone, so select a time when those most important to the event can attend. Remember to avoid holding two events for different audiences on the same day, and keep in mind that your event should be no longer than 45 minutes to an hour.

Committee Assignments

Divide the committee into groups and assign each to a specific responsibility. These may include:

- Guest list and RSVP
- Printing invitations and event program
- Decorations
- Refreshments
- Program
- Event theme
- Publicity (press releases and photographs)
- Other logistical concerns
- Developing a budget