



### **Create Budget**

The Principal should create the budget with input from the planning committee. Remember that all of the costs for the event are borne by the school, with the exception of groundbreaking events. See "Guidelines Specific to a Groundbreaking." Try to keep costs to a minimum. The budget may include:

- Printing
- Decorations
- Name tags
- Equipment rental
- Postage
- Refreshments
- Flowers or plants
- Photography (film processing)
- Possible charges for police services



An event does not have to be expensive to be successful and memorable. The budget should be specific. To get an accurate idea of what the costs may be, price everything before you develop your budget and talk to others who have already walked the path you are about to follow. Names of schools that recently have hosted events are available from the Community Relations Department. Community Relations can also offer guidance and assistance throughout the planning process.

### **Guests List and RSVPs**

Brainstorm a list of potential invitees. Your invitation list should include the District's guest list, which is available through the Community Relations Department. It includes the names of the Board Members, Superintendent, Senior Management and key District staff. In addition to this list, you will want to invite representatives of those groups represented on your planning committee. You will also want to invite:

- Area Office staff
- City officials
- Local law enforcement
- Fire Department
- Representatives of your Parks and Recreation Departments
- Representatives of your After-School Care Program
- Business Leaders
- District staff, such as members of the Facilities and Instructional Departments (involved in creating the new school or facility)
- Former Principals/Administrators (if your school is a replacement)
- Principals within your Innovation Zone
- School Volunteers/PTA or PTO/Advisory