

## **How to Put on an Event at Peirce**

This document describes how to plan and run a daytime or evening event at Peirce. If you have any questions, please contact the PTO president(s) or the school principal.

### ***Contact the performer(s)***

Get specific information about these things:

- Age/grades and number of kids; possibilities include:
  - Whole-school assembly (approximately 280 kids)
  - Two half-school assemblies
  - Single grade-level programs (for example, both third grades)
  - Individual classroom programs (18-25 kids)
- Amount of time for the event, plus any required breaks between sessions
- Special setup requirements (electrical outlets, items that need to be carried up stairs, helpers for setup and tear-down, special locations, etc.)
- Cost. Some performers discount for multiple assemblies. See the PTO treasurer for our tax-free ID.
- Available dates. For evening/weekend events, you must submit a building request form and also check with the head custodian. There is a custodial fee for events during non-school hours, and there may also be a building use fee.

### ***Get money for the event***

Do one or more of the following things:

- Ask one of the PTO committees to approve payment for the event from their budget; get the principal's approval also.
- Propose the event to the PTO as a line-item addition.
- Write a grant proposal for funding and have it approved by the principal.

### ***Finalize arrangements***

- When setting the date, consider curriculum tie-ins and the grade levels for which you're planning the event. It may be helpful to ask a teacher for a date recommendation (for example, after February vacation, late spring, etc.). Make sure to avoid testing periods.
- Get approval from the principal for a specific date and location within the school; make sure to reserve the space in the school secretary's reservations book. If applicable, notify the relevant teacher about use of the room. Possible rooms include:
  - Gym
  - Science room
  - Art room
  - Library
  - Cafeteria
  - Individual classrooms
- Confirm the date/time with the performer. Get a written contract from the performer and get it signed by a PTO officer and/or committee chair.
- After you have the contract, make arrangements for payment. In most cases, payment is payable upon completion of the event. In most cases, you give the contract to the PTO treasurer, who will cut a check. If a grant is involved, follow any guidelines it specifies; for example, keeping all receipts.

- After the date is set, announce the “what and when” of the event to the teachers and staff by email or a note in the mailboxes. If appropriate, provide additional materials and resources that the teachers can use to extend the benefits of the enrichment visit, and get those to the teachers as soon as possible.
- Communicate any custodial needs to the head custodian.

### ***Publicize the event***

Get the word out about the event by doing one or more of these things:

- Submit the information to the Peirce newsletter advisor.
- Email the information to the web team.
- Email the information to the school secretary for distribution to the parent email list.
- Make a flier to go home in students' folders.
- Display posters in the school in a location visible at dropoff and pickup times.
- Invite a reporter and/or photographer from the Arlington Advocate. (Note that there is a list of Peirce students who may not be photographed, available from the school secretary; photographers must be escorted by someone from the Peirce community who has the do-not-photograph list and is familiar with the kids on the list.)

### ***Get ready for the event***

- Send a reminder to the teachers and staff, and especially to the teacher who is the principal user of the room.
- Make sure that someone greets the performer and helps him/her sign in and set up.
- Give a copy of the schedule to the performer, the school secretary, and the principal.
- Take photos of the event. (Do not photograph kids on the do-not-photograph list; the list is available from the school secretary.)

### ***Follow up after the event***

- Ask teachers to complete an evaluation form, available from the Cultural Enrichment or Science and Math Enrichment committee.
- Send a thank-you note to the performer. Include your impressions or quotes from the teacher evaluation forms.
- Post photos in the school lobby and send them to the web team to post on the web page.
- Submit an article and/or photos to the school newsletter and the Arlington Advocate.