

Parent/guardian on campus events 2025–2026

Role of ECFS Staff

The events team within Advancement and your division office are here to support the planning of your event. Parents are responsible for running and staffing events.

The events teams/division office can assist with the following:

- Placing food orders through AVI, Fresh Direct, or a local pizza shop, for example
- Coordinate with facilities and security - including room bookings, event set up directions, contingencies, and notifying security of outside vendors presence on campus.
- Ordering supplies - When possible, please coordinate with events@ecfs.org to place online orders.
- Technology needs - iPads, mics, speakers, music, screens
- Provide blank name tags, markers, sign-in sheets, pens, clipboards, and other supplies.

Vendor contracts cannot be signed by parents on behalf of the school. Please connect any outside vendors directly with Kate Lubinger at klubinger@ecfs.org who will manage the contract process and ensure the vendor meets the school's contract and COI requirements, when necessary.

Food and Beverage

Full-service catering from AVI

AVI (ECFS school food provider) can provide options from lemonade and cookies to a hot buffet. Please work with Petra Carbonell at PCarbonell@ecfs.org to discuss options and pricing. Events held after 2 pm will incur additional costs, so please keep that in mind when budgeting for your event.

Self-serve refreshments

Opting for food options that do not require additional staff is a popular option. Individual, pre-packaged servings of drinks and snacks can be purchased through AVI, Fresh Direct, or other companies. For AVI and Fresh Direct orders, please coordinate with Petra Carbonell at pcarbonell@ecfs.org.

Potluck

A potluck is a great way to engage parents/guardians and provide food with a limited budget. **AVI is not permitted to serve food they did prepare**; if necessary, volunteers can serve the food. Please remember to order or ask parents/guardians to bring serving utensils, plates, cups, napkins, spoons/forks/knives, etc... as AVI will not provide those items.

Furniture and Decor

The school can set up food and drink tables, high-top tables, chairs, and can assist with hanging decorations. Note, tables do not come with linens (plastic/cotton) unless requested. Additional charges may be added if the school needs to rent additional tables/linens. All facilities requests must be submitted two weeks in advance of your event.

Decorations

The events office has a limited amount of decorations available including vases, votives with battery operated lights, Fieldston/ECFS branded items. If a budget exists, the events office can purchase other decorative items to share between groups.

Please note the following decorative items are not permitted on campus - confetti, glitter, stickers, and open flames (i.e. candles).

Command strips are the preferred method of adhesive for decorations. Decorations cannot be stapled, nailed, or glued onto any surface. When in doubt, please consult the events office or facilities.

Set up and cleanup

Grade chairs, class parents, form coordinators, and other leaders in the P+T will work together on setup and cleanup. Facilities handles the placement of furniture, hanging strings of lights, removing garbage cans, and putting tables and chairs away. As a team, we should seek to clear the tables or put their contents in boxes that we can have facilities send to the Advancement Office.

Music

Parents/guardians can connect an iPhone to the portable music system or can use a school's iPad to share music. The facilities team can connect the AV (speaker system); this should be requested as part of the general event logistics. For any events where students are present, please ensure you are using the "clean" version of any explicit songs.

Volunteer roles

- Each event needs volunteers to do the following things:
- Provide the RSVP list 24-48 hours in advance: this is used by the staff to share with security and check in
- Decorate/cleanup — someone can do this before/after helping with check-in
- Check people in
 - Ethical Culture: in the lobby or on the roof, and helping with name tags (2 people, first ½ hr)
 - Fieldston: at the event entrance and helping with name tags (2 people, first ¾ hr)

- Return event supplies by placing them in the P+T plastic tin/box provided; facilities will then return to the office.

Childcare

Unfortunately, we do not offer childcare at events.

OLD VERSION

Locations

Outdoor locations at Fieldston:

- **Lawns and playgrounds between Fieldston Lower and Fieldston Middle,** where several tents can be erected
- **The Quad**

The Facilities team has several small tents that can serve as convening points, but are not suitable to cover everyone in case of rain.

Outdoor locations at Ethical Culture:

- 6th floor rooftop (max 160-300 people)

Cancellation because of inclement weather

Our goal is to reschedule any social event canceled due to bad weather. However, as a large school, many nights in the fall/spring are booked far in advance. If it's possible to move indoors, the ECFS staff will try to accommodate; however, this is not always possible due to conflicting events and previously booked space. We will strive to give parents/guardians a reasonable amount of notice and cancel no later than 10:00 am on the day of the event.

Indoor locations:

Must be reserved in advance through [Petra Carbonell](#) using the form linked below.

https://docs.google.com/forms/d/e/1FAIpQLSdQybldq2NSqp8X4guhXWdJ8Sibot3O6xJq42ESoEISII736Q/viewform?usp=sf_link

Competing activities often book space, so plan in advance.

Indoor locations at Ethical Culture:

- Gymnasiums
- Cafeteria
- Select classrooms on the 5th floor
- The Ceremonial Hall in the Society for Ethical Culture is sometimes available during regular school hours. To use any of the Society for Ethical Culture indoor locations, there is a charge after normal school hours.

Indoor locations at Fieldston:

- Fieldston Lower gymnasium
- Fieldston Lower cafeteria
- Middle School/Upper School Cafeteria
- Student Commons
- Tate Library
- Stu-fac

Please note that the Upper School gymnasiums and athletic facilities are usually in use by athletics.

Dates

Dates are to be chosen by the P+T in consultation with your division's principal and the Director, Events and Alumni Engagement, Kate Lubinger (klubinger@ecfs.org). Please set dates and times 3–4 months in advance so we can provide Facilities, Security, Dining Services, and Operations enough time to prepare for P+T events.

Time

Times should be chosen by the P+T in consultation with your principal. Deciding factors might be the time it takes for parents/guardians to get to an event and the work schedules of families. In addition, the sunset and temperature should be taken into consideration for outdoor events. All proposed locations have excellent general lighting for safety before and after dusk.

Role of Staff

Event and Parent engagement staff will be there to support planning for the event. But parents are responsible for running and staffing the events. Make staff needs a part of your planning and communicate those needs early to be respectful of everyone's time.

Our staff can help with the following:

- Placing food orders through AVI, Fresh Direct, or a local pizza shop.
- Working with Facilities, including room bookings, event setup directions, and contingencies.
- Ordering supplies. (Please note that we will not be processing individual reimbursements for supplies).
- Technology needs: Screens, mics, speakers, music

Food and Beverages

Full-service food from AVI

The events and parent engagement office has worked with AVI (ECFS school food provider) on set, and suggested menu items. Please work with [Petra Carbonell](#) to get options.

Note, the pricing for AVI staffing (even including set-up and take-down) is costly, so please keep this in mind when budgeting.

Self-serve refreshments

Individual, pre-packaged servings of drinks and snacks are placed on tables for guests to help themselves. We can bring in Fresh Direct, but no additional school staff will be allowed to work at events with non-ECFS food. We will provide at least two bins full of ice into which parents/guardians can place cans and bottles. Drinks might include Orangina, Pellegrino waters, beer, or Wolffer Estate bottled hard cider. Bringing in pizza from a local restaurant is also popular.

Potluck food

A potluck is a great way to engage parents/guardians in the event and provide food with a limited budget. **AVI is not permitted to serve food they did not make**; volunteers may serve items, and if the budget allows, we can work with Dining Services to employ paid bartenders or servers.

Furniture and decor

Furniture and space for sit-down eating

The School can set up food and drink tables, high-top tables, chairs, and tents, and can help with the hanging of decor. ECFS will order linen if you'd like.

Decor

Decoration options include twinkle lights, tea lights, flowers, etc. There are also limited orange or Fieldston/ECFS-branded items to use. The events office has tablecloths, vases, battery-operated votives, and other decorations available. If a budget exists, we can purchase other decorative items to share between groups. Please avoid flammable decor.

Restrooms:

Fieldston

- Ground floor of Fieldston Lower and Fieldston Middle
- By the Commons
- In the 800s building

Ethical Culture

- Ground floor
- 5th floor
- On the roof deck

Activities

Classroom visits and tours in small groups of parents/guardians, such as a social/mixing/icebreaker activity, are an option.

Event logistics

[Petra Carbonell](#) will provide blank name tags, markers, sign-in sheets, pens, clipboards, hand sanitizer, and other supplies.

Set up and cleanup

Grade chairs, class parents, form coordinators, and other leaders in the P+T will work together on setup and cleanup. Facilities handles the placement of furniture, hanging strings of lights, removing garbage cans, and putting tables and chairs away. As a team, we should seek to clear the tables or put their contents in boxes that we can have Facilities send to the Advancement Office.

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