

## Event or Project Proposal Form (Step 1)

*Before anything is done, have a conversation with your Student Council advisor or potential supervisor. Together, decide if the idea is ready to be put down on paper. Next, this form must be filled out and submitted to a school administrator. Then, use 'Event or Project Planning Protocol' on the next page going forward.*

**Group name:** \_\_\_\_\_

**Name(s) of student(s) submitting this form:** \_\_\_\_\_

**Contact info for student lead:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Type of event** (*Check all that apply*)

- Class Project
- Donation Drive
- Fundraiser
- Other: \_\_\_\_\_

**Event title:** \_\_\_\_\_

**Event description and rationale** (*Please write a full paragraph.*)

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**Possible dates** (*Please reference the school calendar on the website to make sure these dates are clear of conflicts.*)

Preferred Date, Day of the week, and Time Frame: \_\_\_\_\_

Second Choice Date: \_\_\_\_\_

Third Choice Date: \_\_\_\_\_

**Supervisor/Advisor of Event:**

*Student-led events are required to still have supervision by a school staff member.*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Administrator Use:**

*I have reviewed this proposal and would like the student to continue into the next planning stage.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Event or Project Planning Protocol (Step 2)

*For use after submitting an Event Proposal Form to an administrator and receiving approval.*

Event Name: \_\_\_\_\_

Student or Group Name: \_\_\_\_\_

### First steps:

- Set up a meeting with event supervisor and any potential student volunteers
- Determine if you need a building permit or transportation, and who you need to talk to about getting your location. Ms. Carmen and Dr. Chicoski can help with permits and busing, but your advisor must participate in this process.
- Does your event require equipment? How will you get it? Do you need a particular space?

### Other things to consider:

- What materials will you need?
- Will you need donations? If so, what is your strategy for outreach?
- Will the event supervisor give community service hours to volunteers?
- If you intend to have students volunteer, what are your recruitment strategies?

### Recruitment/Advertising Strategies:

- Flyers, email announcements and media posts must be edited and approved by advisor
- Consider sending Ms. LaPan an image or PDF to post on Instagram
- Consider sending Dr. Chicoski an image or PDF to post to the school website.
- Must use clear tape when posting signs. No tape on drywall (painted walls).
- An estimate on flyer copies is about 20 (5 per floor, spread out)

### Set up:

- Have you made a task list?
- Do you have an agenda/program for event?
- Assign people to different tasks (ex: set up crew, clean up crew, will someone document through pictures or video?)
- Will practice sessions be required ahead of time?
- Do you need to ask for items in advance, like tables? Do not ask last minute.

### Breakdown:

- Leave the space cleaner than you found it. If it's a bake sale, make sure you sweep the floor afterward. There is a broom and dustpan in the main office.
- How will you thank the volunteers?
- If it is a fundraiser, bring all proceeds to Dr. Chicoski to lock up. If Dr. Chicoski is not around, give it to your advisor/supervisor to hold on to.
- Return items that you borrowed.
- Flyers must be taken down after the event.

### Follow up:

- How will you thank those who helped you along the way?
- Meet with your planning group and review how things went. How would you change things the second time around? What were your successes?
- Submit pictures to the yearbook at [mbayearbooks@gmail.com](mailto:mbayearbooks@gmail.com) or share with participants and the school community as you did with Instagram and the school website.
- Did your advisor/supervisor sign community service forms for your volunteers? Were they distributed to volunteers?
- Write an overview of what you did and how it went, and share it with your group or supervisor. This will help anyone trying to plan something similar in the future.