

Tips for Planning an Event at Freeman High School (for Faculty use)

Step 1—Whom to tell

Notify the student activity director, Vance Harmon (rvharmon) to make sure no other event will conflict with yours, and he can make sure the heat/AC is on. He will also let you know if you need help from the C&M staff.

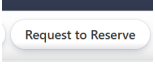
Step 2—Book your space. Must be done by a faculty member.

Determine the number of attendees to your event, that way you can decide on the location best suited to your needs.

Contact Mr. Harmon, our activities director, if the event is happening after school hours.

[See which classrooms are available](#) (accessible to teachers only)

[Schoolwide calendar](#)—This calendar tells you mostly everything that is happening in the school.

Use  button.

Step 3—Guest Speaker

Fill out a [guest speaker form](#) if you are going to have one IN ADVANCE. The financial secretary, Carla Weller, has these. Also don't forget to give a little gift to show our appreciation. Have water for the speaker. Let the front office know when the speaker is coming. Let attendance know if any students will miss class so they can be coded for an in-school field trip. Determine parking arrangements if needed. Also if the speaker is using the stage, determine the stage set-up - podium, flowers, PA system, lighting.

[Parking Map](#)

Step 4—Publicize

- Morning announcements (button on Freeman Hub)
- Freeman Forward (button on Freeman Hub)
- Community Forward (email Dr. Marshall)
- Flyers—only hang these on tiles. Do NOT put tape on the painted walls.
- Schoology
- Marquee—Carter Reilly
- Social Media—Ms. Divinia runs the Instagram account.

Step 5—Technology

Make sure you reserve [any technology you need from the library](#). If the library does not house what you need, they will tell you where to get it.

Auditorium—

- The auditorium has microphones (2 lapel and 2 handheld).
- See Mr. Blankenship, Chorus Teacher, or Ms. Gardner to use these. Ms. Ciokan may also help.
- The podium in the auditorium can also be used. It has a switch on the podium and a button on the microphone.

- The drama dept. is in charge of lighting.
- The cord to the beam is on the stage (stage right). DO NOT unhook any cords.
- Guest speakers should share presentations via Google Drive or bring a thumb drive so you can make sure the technology is compatible with what we have.

Step 6–Tables, Chairs, and ActivPanels

The library and auditorium have podiums. The library has plants and flags (state and American) for decorations.

The Library has 34 tables on the main floor with 2 chairs under each table for a total of 68 seats

The back of the Library currently has 14 tables with 2 chairs each for a total of 28 seats

The Reference room can accommodate a maximum of 15 people.

The Library Balcony can accommodate 20 people with 5 tables/20 chairs.

The Main Office conference room has a large table with – chairs for – people

The Auditorium can seat 496 people. Cushioned DSF chairs can also be requested.

Ms. Meadows has the Freeman banners that you can use for a background.

Additional tables and chairs are available. Fill in the maintenance request form found on the Freeman Hub as soon as you can.

Ask a librarian or Ms. Ciokan to reserve an ActivPanel.

Step 7–Make sure everything is returned, and the students clean up after themselves!!!

Remove posters in the halls when the event is done.

Please contact the librarian if you have any changes to this document.