

Guidelines for School Events

We appreciate the work of our many parent volunteers in the life of our school. Our primary focus is education, and we recognize that a child's school experience is even more meaningful when parents are involved. We hope that when parents propose an activity or event, they will consider its impact on the educational day of students and/or teachers. All such requests will be thoughtfully considered by the head of school. Once the school staff is aware of the event, they will follow these guidelines and support your efforts.

School Responsibilities

1. Brenda Mizel, the head of school, approves all events. Lori Joachim, the information coordinator, reviews the plan for the event (time, place, equipment, set-up, refreshments, etc.). Lori posts the event on the school's website calendar. Events that take place during the school day (such as the Book Fair), and may require participation by classroom teachers and impact the teaching day, must be approved by Brenda and Bob Reveri, the associate head of school.
2. Fred Antonoff, the business manager, approves all purchases. Purchase and payment requests should be submitted at least three weeks before the event, but earlier when possible.
3. Lori sends reminders in the weekly email two weeks and one week ahead of the event. This information should be sent to Lori at least three weeks in advance. Changes in the event should be communicated to Lori promptly.
4. The school may post additional publicity about the event on the website. This decision is made by Brenda and Lila Locksley, the communications director. Photography and the posting of photos on the school website are at the discretion of Brenda and Lila.
5. Alicia Abel, the receptionist, keeps track of RSVPs.
6. Some events may require additional help from administrators or faculty. If additional support is needed, contact Brenda, who will identify and communicate with the appropriate staff members.

Committee Chair Responsibilities

1. Get necessary approvals from Brenda and Lori.
2. Notify the PA chair and vice chair, and review any notes from previous years about how the event was planned. Attend PA meetings to publicize the event and recruit volunteers.
3. Inform Lori of committee meetings so that they may be posted on the website calendar to encourage all parents to participate.
4. Review budgets, contracts, supply needs and financial arrangements with Fred in a timely manner.
5. Submit a request for a special invitation -- such as evites, post cards and designated emails -- keeping in mind that invitations will only be used for special occasions. Brenda will approve these requests.
6. Make arrangements for website and email publicity with Brenda, Lori, and Lila. Organize signage with volunteers. Posters should be created at least three weeks before the event, and may be hung in the school's entrance with the approval of Lori.
7. Enlist volunteers for the event, including set-up and clean-up.
8. Inform Lori of planning meetings for your committee so that they can be announced in the weekly email. Please let her know as soon as you have a meeting schedule for your committee but at least by Thursday of the week you wish the announcement to be listed.