

Event Logistics Checklist

When planning your event:

- Determine point person(s) for school
- Determine format of the event
- Determine how much space will be needed:
 - General Session/Panel:
 - Workshops
 - Resource Fair
 - Breakfast/Lunch/Dinner
 - Childcare
- Discuss seating set-up for each space being used
 - Ensure all seating (including chairs) are to be placed prior to the start of the program
 - Determine location of reserved seating for VIP attendees
- Presentation Set-up (General Session and Workshops)
 - Would you be needing a:
 - Laptop
 - Projector
 - Audio aux if showing video
 - Microphones (If you are planning a community meeting where attendees will be asking questions, request that school setup includes two microphones in the middle aisle. You will also need a microphone/lapel mic for the presenter)
 - Name of IT support person (some schools have this. If not, check who can be assigned to this task)
 - Determine meeting setup time – AV should be set up 2 hours prior
- Determine location of registration area
 - Number of tables needed (2 -3)
 - Tablecloths
 - Sign-in sheets
 - Comment cards
- Discuss translations needs
 - Determine if you will be using your school translator, HISD translation services, or a vendor
 - Determine location of translator table
 - Review how seating might affect translation

Event Logistics Checklist

- Ensure acoustics will accommodate interpreters
- Determine languages of interpretation
- Determine location of Translator/scribe during event
- ☐ Establish Resource Fair offering
 - Reach out to various community organizations and HISD departments for the Resource Fair
 - Determine number of tables needed for Resource Fair
 - Determine if any vendor logos need to/or can be used on flyers/promotion
- ☐ Request a block of reserved parking spaces for VIP attendees (elected officials/presenters, Superintendent)
- ☐ Request security (security is needed for all events with Board Members)
 - Request a meeting with host school police officer to review security plan
 - If the school does not have an assigned police officer, contact HISD Police to request officer assignment to the event
- ☐ Determine signage needs
 - Determine signage location directing family members to the registration area and general session room (outside on walls, in parking lot, past main office and through school halls)
 - Locations for bathroom signage
 - Have student greeters
- ☐ Have a Green Room for VIP attendees if needed
 - Communicate green room location to VIP attendees
- ☐ Established “day of” structure
 - Determine if entertainment be offered
 - Determine if refreshments will be offered
 - Determine if talking points are needed
 - Determine who will be the point person for presenters and/or VIPS
 - Determine who will be producing the run of show document detailing step by step the event schedule
 - Determine assignments and expectations

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Run-through Follow-Up

- Send follow-up email detailing # of tables, technology, security, AV set-up so that everyone is clear on responsibilities

Week before Meeting

- Review assignments with your staff/event committee. Inform them of their assignments and time of arrival.
- Confirm event participants (Panel, Workshop presenters, resource fair participants, childcare, translators)
- Compile Partnership List with names of all staff and presenters that will be staffing the meeting – with contact info
- Acquire PPT, handouts, and any other presentation materials for backup purposes
- Indicate reserved parking and seating at front for any board members that may attend
- Confirm your audiovisual support plan if necessary
- Gather all your materials for meeting
- Confirm with your SSO or CSO which elected officials may attend.
- Confirm security plan with HISD Police

Materials

- Registration Forms
 - Family members
 - HISD employees
 - Elected officials
 - Presenters (both HISD and Non- HISD)
 - Translator Device Sign-Out
 - Dividers for registration lines
- Nametags (optional - volunteers)
- Run of Show (for staff)
- Run of Show with talking points for Panel Moderator
- Run of Show with talking points for Board Member
- Handouts/Copies of any materials given to family members
- Signs (English and Spanish when available)

Event Logistics Checklist

- Welcome
- Signs to General Session Room
- Bathrooms (adult/children)
- Resource Fair (if in a different room than general session)
- Childcare
- ☐ Reserved seating signage
- ☐ Tablecloths
- ☐ Bottled water for panelists
- ☐ Evaluation Forms
- ☐ Workshop Signs (English/Spanish) (to be placed outside workshop rooms)
- ☐ Sign-in Table signs with Stands
 - Family Members
 - HISD Employees
 - Presenters
 - Elected Officials
 - Translation Device Sign-Out
- ☐ Easels
- ☐ Laptops
- ☐ Extra microphones, if needed

Day before Event

- ☐ Arrive at event location right before school ends or after
- ☐ Determine secure location to store materials
- ☐ Setup general session room
- ☐ Setup registration area (only if inside and protected)
- ☐ Review Run of Show with staff present

Day of Event

- ☐ Arrive at event location 1 – 2 hours before start time
- ☐ Setup registration area (if not done the day before)
- ☐ Setup general session room (if not done the day before)
- ☐ Brief staff and give them clear directions before the start of the meeting.
- ☐ Make sure presentation is setup and technology is functioning properly (i.e. PTT, microphone, and sound). Load PPT and any videos.

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- Keep a list of all elected officials that are scheduled to attend and add to the list anyone who appears unexpectedly. Give list to presenter before the presentation so that they can acknowledge elected officials in attendance.
- Reserve seats for honorees and district personnel – minimum of 1 row. If you know that a board member or high-ranking official is attending, designate a special seat for them with a sign.
- Ensure there is reserved parking and parking lot attendant.
- Ensure security is in correct positions
- Be sure there is enough seating and request additional seating as appropriate before the event starts. Also, be sure that appropriate parties are pointed to the reserved seating.
- HAVE FUN!