

Valley School District
STAFF/SCHOOL EVENT ORGANIZER CHECKLIST

- READ the POLICY and PROCEDURES guiding the use of school facilities.** Become familiar with all requirements and refer to these documents often:
 - [4260P2-Use of School District Facilities-Staff Guidelines and Requirements](#)
 - [4260P3-Hospitality](#)
 - All policies, procedures and forms are available on SharePoint and the district website at www.valleysd.org.

- RESERVE A FACILITY SPACE on the Outlook Calendar.** Start planning 3-4 weeks in advance of your event. This task should be completed as soon as you have confirmed availability of the facility for the date(s) of proposed use. If you need further information about facility availability or assistance with your reservations, please contact:
 - For events at the Valley School, VELC or the athletic/play fields, contact Lead Secretary Theresa Carr.
 - For events at the CVA/DO Building, contact Executive Assistant Robin Karsh in the District Office.
 - For events at VL Transport Center, contact Transportation Supervisor Steve Templeton.
 - For events at Paideia High School, contact Secretary Amy Roy or Principal Matt Cox.
 - Be sure to update your event in the Outlook Calendar if your schedule changes, or cancel the room reservation if your Event Request does not receive approval.

- COMPLETE and SUBMIT a Staff/School Event Request (Form 4260F3) to the Building/Program Administrator or designee.**
 - Use this form to document the details of your event and help you coordinate arrangements. The form includes checklists to request IT and Facilities assistance with setup of furniture, microphones and sound systems, and staging materials.
 - For coordination of support services, a copy of the Event Request form must be forwarded (with supervisor approval) to the appropriate department supervisor at least ten (10) business days prior to the event.

- COMPLETE and SUBMIT a Food and Beverage Plan (Form 4260F4), along with the Staff/School Event Request form to the Building/Program Administrator, as needed.**
 - If your event requires food and beverages, you may use this form to document the details, help you coordinate meal planning, and determine a budget.
 - Once your event and meal plan is approved, complete and submit a Requisition (Form 6210F1) to the school office for approval. With direction from the Building Administrator and/or district Accounts Payable Specialist, determine how food and supplies will be purchased.
 - Assign staff to be responsible for the meal service tasks of purchasing, preparing, serving and cleaning up.

- Arrange VOLUNTEERS to help with the event.**
 - You will need volunteers for supervising the event, setup, tear-down, and cleanup.
 - A competent, responsible adult must be in attendance at all times to supervise children ages 0-16. A supervisor/person in charge must be present at all time for the duration of the event to respond to any issues or emergencies.
 - Once you have your volunteer group together, you can coordinate with the Facilities Supervisor (Kraig 937-2767) to determine a time allotment for setup and what type of support your volunteers might need for the setup and tear-down processes.

- Arrange for SECURITY**
 - The person designated to lock up must ensure that all facilities are secure during the event and lock all doors after everyone has cleaned up and vacated the premises. The Lock-up Designee is responsible for the management and prompt return of keys (if applicable) and will be the last person to leave the facility.

- CLEAN UP after the event.**
 - The coordination of this activity should happen prior to the event so all persons know what is involved and expected.
 - All the event setup materials should be taken down, organized and placed back in the appropriate storage areas.