TAG You're It notes for event organizers:

Layton

You need to do a little pre-planning first:

- What will the theme of the event be?
- How can you get 12th grade students and student teachers to lead sessions to minimize costs?
- How many sessions do I need for 100-150 students?
- How long will each session be? How many choices will students have?
- How will I use my budget?
  For example, your budget is $900. The hourly extended contract rate you need to budget for is $36/hour. For every teacher who works just the day of the event without any prep time, that's $144. That doesn't go far when you factor in supplies and prep. Your prep comes from this money as well, so plan how many hours you will need ahead of time. We will provide the student snacks, and 1 or 2 volunteers to help with registration, so you don't need to worry about that in your budget.

- What is the deadline for registration so I can manage the supplies?
  This is usually the Tuesday before the event. You'll need to plan backwards from this date approximately 4 weeks to have your sessions organized with times and descriptions for registration. We need to leave a week for Spanish translations and like to have 3 weeks for students to register. That's November 13th to have your event organized. ☺

Let me know if this makes sense and if you need any help.

Hi Don and Derek,

Now that your date is set (**November 17**), it's time for a little planning

- Fill out a facilities request form and send it to Sharon McCarty.
- What will the theme of the event be?
  With just this information we can begin to pre-advertise.
- How many sessions do you need for 100-150 students?
  We have added 9th graders to the event so numbers might increase.
- How long will each session be? How many choices will students have?
  The event can run anytime between 9am-1pm. Check-in can begin earlier.
- How can you get 11th-12th grade students and student teachers to lead sessions to minimize costs?
- How will I use my budget?
  *Your budget is **$900**. The hourly extended contract rate you need to budget for is $36/hour. For every teacher who works just the day of the event without any prep time it's $144 for a 4 hour event. That doesn't go far when you factor in supplies and prep. Your prep comes from this money as well, so plan how many hours you will need to organize. We will provide the student snacks and 1 or 2 volunteers to help with registration, so you don't need to worry about that in your budget.*
- What is the deadline for registration so you can manage the supplies?

*This is usually the Tuesday before the event (**November 13**). You'll need to plan backwards from this date approximately 4 weeks to have your sessions organized with times and descriptions for registration (**October 16**). We need to leave a week for Spanish translations and like to have 3 weeks for students to register.*

Let me know if this makes sense and if you need any help.

Lydia,

Now that your date is set (**February 9**), it's time for a little planning

- Fill out a facilities request form and send it to Sharon McCarty.
- What will the theme of the event be?
  With just this information we can begin to pre-advertise.
- How many sessions do you need for 100-150 students?
  We have added 9th graders to the event so numbers might increase.
- How long will each session be? How many choices will students have?
  The event can run anytime between 9am-1pm. Check-in can begin earlier.
- How can you get 11th-12th grade students and student teachers to lead sessions to minimize costs?
- How will I use my budget?
  *Your budget is **$900**. The hourly extended contract rate you need to budget for is $36/hour. For every teacher who works just the day of the event without any prep time it's $144 for a 4 hour event. That doesn't go far when you factor in supplies and prep. Your prep comes from this money as well, so plan how many hours you will need to organize. We will provide the student snacks and 1 or 2 volunteers to help with registration, so you don't need to worry about that in your budget.*
- What is the deadline for registration so you can manage the supplies?
  *This is usually the Tuesday before the event (**February 5**). You'll need to plan backwards from this date approximately 4 weeks to have your sessions organized with times and descriptions for registration (**January 8**). We need to leave a week for Spanish translations and like to have 3 weeks for students to register.*

Let me know if this makes sense and if you need any help.

Ramona,

Now that your date is set (**April 20**), it's time for a little planning

- Fill out a facilities request form and send it to Sharon McCarty.
- What will the theme of the event be?
  With just this information we can begin to pre-advertise.
- How many sessions do you need for 100-150 students?
  We have added 9th graders to the event so numbers might increase.
- How long will each session be? How many choices will students have?
  The event can run anytime between 9am-1pm. Check-in can begin earlier.
- How can you get 11th-12th grade students and student teachers to lead sessions to minimize costs?

- How will I use my budget?
  *Your budget is **$900**. The hourly extended contract rate you need to budget for is $36/hour. For every teacher who works just the day of the event without any prep time it's $144 for a 4 hour event. That doesn't go far when you factor in supplies and prep. Your prep comes from this money as well, so plan how many hours you will need to organize. We will provide the student snacks and 1 or 2 volunteers to help with registration, so you don't need to worry about that in your budget.*
- What is the deadline for registration so you can manage the supplies?
  *This is usually the Tuesday before the event (**April 16**). You'll need to plan backwards from this date approximately 4 weeks to have your sessions organized with times and descriptions for registration (**March 12**, I added a week because of Spring Break). We need to leave a week for Spanish translations and like to have 3 weeks for students to register.*

Let me know if this makes sense and if you need any help.