500 - Events/Fundraising - WSA

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510.Protocol

All RHS WSA events must adhere to the established protocol outlined in the document titled "Events/Fundraising - WSA." Please refer to this document for guidance and support in planning your upcoming event. It provides a comprehensive framework for organizing and executing successful events.

1. Event Proposal:

- All RHSWSA event proposals must be submitted to the Club Advisor and Presidents - WSA for approval.
- The proposal should include details such as event objectives, proposed date and time, estimated budget, anticipated attendance, and any special requirements.

2. Budgeting:

- A detailed budget must be prepared outlining income and expenditure for the event.
- Consideration should be given to fundraising efforts and potential costs associated with a venue rental, equipment, decorations, catering, etc.

3. Venue Selection:

- Choose a suitable venue based on the type and size of the event, accessibility, facilities, and budget constraints.
- Confirm availability and make reservations well in advance.
- ***ALL VENUE MUST BE IN THE RIDGEWOOD PUBLIC SCHOOL BUILDING.***

4. Event Logistics:

- Develop a timeline and checklist outlining key tasks leading up to the event, including setup, decoration, registration, programming, and cleanup.
- Assign responsibilities to team members or volunteers and establish clear communication channels.

5. Promotion and Marketing:

- Implement a comprehensive marketing strategy to promote the event to students, parents, faculty, and the wider community.
- Utilize various channels such as social media, school newsletters, posters, and announcements to maximize outreach. Or You may use the RHSWSA (Email marketing or Website)

6. Safety and Security:

- Conduct a risk assessment to identify potential hazards and implement appropriate measures to mitigate risks.

- Ensure compliance with health and safety regulations, including crowd management, emergency procedures, and first aid provisions.

7. Entertainment and Programming *(If Needed)* :

- Plan engaging and diverse activities, performances, or workshops suitable for the target audience.
- Coordinate with performers, speakers, vendors, and other stakeholders to finalize arrangements.

8. Ticketing and Registration:

- Establish a ticketing or registration system to manage attendance and track participation. **(USE THE RHSWSA WEBSITE)**
- Provide clear instructions for purchasing tickets or registering for the event, including online options if applicable.

9. Evaluation and Feedback:

- After the event, conduct a debriefing session to evaluate its success and identify areas for improvement.
- Solicit feedback from attendees, volunteers, and stakeholders to gauge satisfaction and gather suggestions for future events.

10. Documentation and Reporting:

- Maintain detailed records of event planning, expenses, attendance, and outcomes for reference and accountability purposes.
- Prepare a post-event report summarizing key metrics, achievements, and lessons learned.

11. Continuous Improvement:

- Continuously review and update the event planning protocol based on feedback, changing needs, and emerging best practices.
- Encourage collaboration and knowledge sharing among event organizers to foster innovation and excellence.

520.Planing

1. Define the Purpose and Goals: Determine the purpose of the event. Is it for fundraising, community building, education, or entertainment? Set specific, measurable goals to guide your planning process.

2. Form an Organizing Committee: Recruit a team of dedicated individuals including teachers, staff, parents, and students who are enthusiastic about planning the event. Assign roles and responsibilities to each member based on their strengths and interests.

3. Set a Budget: Determine the budget for the event. Consider expenses such as venue rental, decorations, entertainment, food, marketing materials, and any other necessary items. Allocate funds accordingly to ensure a successful event within your financial means.

4. Choose a Date and Venue: Select a date and time that works best for the school community. Ensure that the chosen venue can accommodate the expected number of attendees and has the necessary facilities for the event activities.

5. Plan Event Activities: Brainstorm and decide on the activities and attractions for the event based on its purpose and target audience. Consider

including a mix of entertainment, games, workshops, performances, and informational sessions to keep attendees engaged and entertained.

6. Secure Necessary Permits and Permissions: If required, obtain permits and permissions from school administration, local authorities, and vendors. Ensure compliance with any regulations or guidelines related to the event.

7. Recruit Volunteers: Seek volunteers from the school community to assist with various tasks such as event setup, registration, coordination, and cleanup. Provide clear instructions and training to volunteers to ensure smooth execution of the event.

8. Promote the Event: Develop a marketing plan to promote the event and attract attendees. Utilize various channels such as social media, school newsletters, flyers, posters, and word-of-mouth to spread the word. Highlight the event's unique features, benefits, and activities to generate interest and excitement.

9. Coordinate Logistics: Arrange logistics such as transportation, parking, signage, equipment rentals, and supplies needed for the event. Create a detailed timeline and checklist to ensure all logistical aspects are properly coordinated and executed on the day of the event.

10. Execute the Event: On the day of the event, ensure that all preparations are completed on time. Welcome attendees, manage registration and

oversee event activities to ensure a positive experience for everyone. Be flexible and ready to address any unforeseen issues or challenges that may arise during the event.

11. Evaluate and Follow Up: After the event, gather feedback from attendees, volunteers, and organizers to evaluate its success and identify areas for improvement. Send thank-you notes to volunteers, sponsors, and participants, and follow up on any outstanding tasks or obligations.

530 – Getting Your Team

1. Registration and Sign-up:

  - All students interested in volunteering for school events must register with the designated coordinator.

  - Sign-up sheets or online registration forms will be provided prior to each event. Ensure to sign up for shifts that fit your schedule.

2. Attendance and Punctuality:

  - Arrive on time for your scheduled shift. Punctuality is crucial for effective event coordination.

  - If you are unable to attend your shift due to unforeseen circumstances, inform the coordinator as soon as possible to arrange for a replacement.

3. Dress Code:

- Dress appropriately for the event. The dress code may vary depending on the nature of the event.

- Wear comfortable clothing and appropriate footwear for the tasks assigned.

4. Duties and Responsibilities:

  - Follow instructions provided by the event coordinator or team leader.

  - Be proactive and willing to assist wherever needed, whether it's setting up, serving refreshments, guiding attendees, or cleaning up after the event.

  - Maintain a positive attitude and provide friendly assistance to event attendees.

5. Communication:

  - Communicate any concerns, questions, or feedback to the coordinator or team leader.

  - Stay informed about event details and updates through designated communication channels, such as email, group chats, or notice boards.

7. Safety Guidelines:

  - Prioritize safety at all times. Follow safety protocols and guidelines provided by the event organizers.

  - Report any safety hazards or incidents to the coordinator immediately.

8. Clean-up and Departure:

   - Assist with clean-up activities once the event concludes. Dispose of trash, return equipment to designated areas, and ensure the venue is left clean and tidy.

   - Check out with the coordinator before leaving to confirm completion of your volunteer duties.

540 - School Room Booking

All events need to be booked by the club advisor on the booking page for this please talk to the president to get this process approved.

550 - Chaperones

Chaperones Must be RPS Staff Members. They must be paid we must follow a 1:25 ratio. For more info please contact the WSA advisor

560 - Approved

All school clubs need to get an Event approved by the School administrator. For more info please contact the club president and advisor.

570 - Community Servies

All volunteers participating in club events will be eligible to receive Community Service hours. To ensure accurate tracking, volunteers are required to check in upon arrival with a timestamp and check out upon departure. Following the event, each volunteer will receive a document certifying their hours, signed by the club president, advisor, and vice president. These documents will be distributed three weeks after the event.