

PEC EVENTS - OFFICE PROTOCOL

OFFICE LIAISON - Each event will have only one person to be exchanging information with the office staff. This should be the event head/committee chair.

FACILITY AVAILABILITY – Meet with office to check calendar to confirm availability and get a Facility Use Form* if necessary. (Many events are already on the calendar, but you still need to fill out the form.)

FACILITY USE FORM* – Due three weeks prior to event. For events after regular use hours (after 4 p.m. and weekends).

Events with up to 150 people will need to hire one custodian. Events with 150 people or more will have to hire two custodians. (Wally nights do not count.) If you have less than 30 people and will not be generating a mess, no extra custodian is necessary. Clean-up time estimation should also include ½ hour per bathroom. Ask Amy if unsure. (Sometimes it is less expensive to have two custodians depending on circumstances. Do your best to be accurate with clean-up time estimate.)

EVENT SET-UP REQUEST FORM – Due three days prior to event. This form is mandatory for every event, including those during school hours.

FLYERS –

Approval – Flyers to be approved by office prior to printing. Submit English version for translating (see below). Final flyers in BOTH English and Spanish are to be submitted for approval no later than the Friday prior to the week they are being distributed.

Translation - Check with PTA or office for official school district translators. Our current translator is Ana Nava-Colin anaencinitas@aol.com. She generally has a 72 hour turn-around time. She is \$30 per/hour for written translation (that is usually a page) and \$35 per/hour oral translation. **Make sure to include any translation costs as part of your event budget.**

Printing - All flyers to be front to back, English and Spanish. Use the workroom copy machine if possible (next to kitchen) and don't forget to bring your own PTA paper.

Distribution - Email Amy electronic version and give her copies no later than 2:30 p.m. Wednesday for Thursday packet delivery. Your flyer will not go in the e-packet until all the hard copies are turned in for distribution. Amy will put flyers in teachers' mailboxes. The count at this time is 170 copies (and maybe 20 extra for the flyer 'wall').

(MAKE SURE TO SEND A COPY OF YOUR EVENT INFO VIA EMAIL TO BE INCLUDED IN THE PEC PTA NEWSLETTER/CALENDAR. pecptanewsletter@gmail.com)