**Back To School Night Overview**

**Set Up**

• Commons – ready to go by 5pm

* Remove round black tables- (if weather will not permit outside refreshments) prior to event
* 5 four foot tables set up along the walls of the commons near the entrance of the theater, no chairs needed. This is for nametags will be maintained by sophomore volunteers
* 2 four foot tables for advancement along the attendance office
* 3 tables and 6 chairs in the Commons for Parent Association treats.
* 2 tall easels/stand up white board at the entrance of the Commons/McDonnell Gym

**Cleaning**

• All classrooms: please have classrooms cleaned prior to Tuesday 9/17 and Tuesday 9/24 at 5pm. We have also asked teachers to straighten up their classrooms.

* Please make sure that the garbage cans are emptied, especially in bathrooms and commons rooms (commons, great room, both floors of Ignatius)
* Please have the entry door windows to each building washed by 5pm so the fingerprints are cleaned off

**Parking**

• Parking assistance – We would like parking assistance for Tuesday 9/17 (people will be arriving for a 6pm start). and Tuesday 9/24 (7pm start)

* Keep the garage open until about 10pm since the event is listed to run until 9:30pm

**Tech Needs**

Tuesday, September 17th-The college counselors will be presenting in the theater before back to school night at 6:00. The administration team will be presenting in the theater after the college counselors, roughly 7pm and will need to use the same equipment. We anticipate that they will be done around 7:20 and if we have instructions we can turn off equipment and shut down the lights.

Tuesday, September 24th- The administration team will be presenting in the theater after the college counselors, roughly 7pm and will need to use the same equipment. We anticipate that they will be done around 7:20 and if we have instructions we can turn off equipment and shut down the lights.

We will need the following set up and ready to go by 5:30 both nights:

Lights

Podium with microphone holder

2 wireless microphones

Screen

Sound

Visual for a power point on a Surface