Activity Planning Guide

This form is to be submitted for approval by the Executive Board before any event or activity is calendared. (Comm. 6.1-3, 8.1-17)

Proposed Activity: __________________________________________

Proposed date of activity: _____________________________

Event Objective: (Who does the event target? How will the event make the school better? Remembering that Every Dolphin Matters: Every student has a future and no student succeeds without a teacher/mentor, how will you include this important message into your event? (Comm. 4.2, 4.3; PSD 2.1, 2.3, 4.1; SL 1.1-3, 2.1-3, 3.1-3; Bus. 4.1)

What is the overall plan for the activity? How will it look when it is done? (Comm. 4.1, 4.5)

How will you know if you are successful? (Comm. 5.1; PSD 2.4)
Who is on your committee? What are their duties/assignments? (Comm. 1.9, PSD 1.3-4, Gov 1.1)

1.
2.
3.
4.
5.
6.
7.
8.

Your budget for your activity/event is: $________________ (Gov’t 4.2; Bus. 2.1-5)

Break down how your budget is being spent. Make sure to add P.O.# and amount for your records:

1.
2.
3.
4.
5.
6.
7.
8.

List your important contacts (Comm. 1.1)

Name of Contact phone email

1.
2.
3.
4.
5.
6.
Communications and Publicity
(Comm. 4.4; Bus. 1.2, 3.1-4, 4.2, 4.4, 5.1-3)
All items to be signed off by the Senior or Deputy Director of Communications

Do you have a promotional video to put on the web site? Please give video production six weeks lead time to produce a video.

Do you need a banner ad for the website? Please give graphic arts four weeks lead time to produce your graphic.

Are you placing your event on the outdoor marquee? Marquee postings occur every Monday during 4th period only.

You should have your event emailed to all participants one week prior to your event, or one week prior to ticket sales. Please write an email up for your event. Include all details. PROOF READ! Make sure it answers all questions. Email your final copy to the Activities Director to be sent out.

As with the email, the Social Media department should be receiving the same copy for distribution at the same time. Please include something for the President’s weekly notice on Sundays, Facebook, Instagram, School Loop, web site, etc. (Comm. 1.6, 1.7)

Do you need posters in the Mall and around campus? Please provide a sketched drawing, along with detailed important information to the P.R. department three weeks in advance so that they can provide you with posters two weeks before the event. (Comm. 1.8)

Does the event need a Dolphin Run-Around? Run-Arounds are scheduled for events that need clarification, a boost in publicity and teacher support. Dolphin Run-Arounds are only done on 4th period tutorials.

Do you have a photographer schedule to record your event?

Do you have a videographer to record your event?

Who is in charge of writing thank you notes to all the people outside of ASU that helped bring this activity/event to fruition? (Comm. 1.10)
Planning the Event (Comm. 4.3; PSD 2.2.)
Make sure to add advertising and communications into your plan!
Call slips must be request three days in advance

Two months out:

One month out:

Two weeks out:

One week out:

Two days out:

One day out:

Day of the event:
DANA HILLS HIGH SCHOOL ACTIVITY PLANNER

This completed list must be provided to the activities director two weeks prior to the date of the scheduled event. If the planner isn’t provided, the event will be cancelled. (Comm. 5.4)

Date:
Type of Activity:
Location:
Sponsoring Organization:
Advisor:
Admission Prices:
(If applicable)

Obtain the following signatures to verify completion of the following:

- Master Calendar/ Facilities Request (Activities Director)
- Deputy Activities Commissioner Assigned (Comm. Act)
- Custodial Signature (Head Custodian)
- Work Assignments for Organization Members (Deputy Act.)
- Decorations (Deputy Act.)
- Purchase orders submitted on time. (Activities Accounts Clerk)
- Contracts for Services (Activities Director)
- Concessions Set-up (Comm. Finance)
- Cash Box & Change (Activities Accounts Clerk)
- Tickets (Activities Accounts Clerk)
- Publicity (Sr. or Dep. Director of Communications)
- Checks for Services (Activities Accounts Clerk)
- Faculty Supervision List & Reminders (Activities Director)
- Police or CSC Supervision Request (Activities Director)
- Permission Slips/ Emergency Cards (Activities Director)
- Transportation (Activities Director)

Other:
After completing this planner, please make a copy for Mr. Nedler, Mrs. Casey and the Commissioners of Records, Activities and Communications.
<table>
<thead>
<tr>
<th>Dana Hills High School Activity Evaluation</th>
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<tbody>
<tr>
<td><strong>Activity:</strong> ___________________________</td>
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<tr>
<td><strong>Students Involved:</strong> ___________________</td>
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<td><strong>Most Valuable Insight:</strong> ___________________</td>
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<td>CADA Standards Comm. 1.3, 7.1-2</td>
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<tr>
<td>Best part of the event!</td>
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<td>What problems occurred?</td>
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<td>Suggestions for improvement</td>
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<td>Essential Reminders/Dates</td>
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</tbody>
</table>
Dana Hills High School Activity Evaluation

Likert Scale: 1=Low; 5=High
Evaluation of committee members: CADA Standards Comm. 1.3, 7.1-2

<table>
<thead>
<tr>
<th>Member name</th>
<th>Helpful when needed</th>
<th>Readily volunteers</th>
<th>Needs little/no supervision</th>
<th>Follows directions &amp; solves problems</th>
<th>Anticipates needs/Shows vision &amp; leadership</th>
<th>Sets good examples for others/Shows leadership</th>
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On a separate, typed document, please summarize your event. Include the collection of hour logs from committee members and other help you receive. Included in the summary should be: total man-hours put into the project, from planning to execution. The goals & objectives; were they reached and how the event/activity helped shape our school community for the better.