

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
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- 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.

Dana Hills High School Activity Evaluation

Activity: _____

Students Involved: _____

Most Valuable Insight: _____

CADA Standards Comm. 1.3, 7.1-2

Best part of the event!

What problems occurred?

Suggestions for improvement

Essential Reminders/Dates

Dana Hills High School Activity Evaluation

Likert Scale: 1=Low; 5=High

Evaluation of committee members: CADA Standards Comm. 1.3, 7.1-2

Member name	Helpful when needed	Readily volunteers	Needs little/no supervision	Follows directions & solves problems	Anticipates needs/Shows vision & leadership	Sets good examples for others/Shows leadership
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

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.