



Event Timeline and Checklist

Beginning of the School Year

- Think about what events or activities that might need additional publicity and support.
- Reserve FAC Theater using the booking form in the Staff Portal in PowerSchool.

Before 1 month out

- Finalize logistics for your event with your sectional assistant.
- Request photography with Shannon should you need it.

1 month out

- Contact Pradeep for initial banner ideas.

3 weeks out

- Finalize banner.
- Craft message for Weekly Notes or Daily Bulletins.

2 weeks out

- Banner goes up.
- Contact Ilangovan for the layout of the space.
- Contact Tech for sound and projection assistance for a presentation should you need it.
- Contact Antony if you need food.

1 week out

- Verify all set.
- Send out social media messages.