**Winter Event**

T = the Winter Event date. Normally is in March

**Key Teams that you need to assemble**

1. Audio Team – the hardest one (You need a somebody with audio background). I used my husband and he normally have to do it twice as it’s pretty complex system. You will also need the audio team to be available during the event as well as prior to setup
2. Art Team – the most time-consuming part but very easy job as you will have a lot of arts. You will need 1 team lead and 2-3 helpers
3. The day of the event support team
	1. Setup Team – You need at least 10 and you will need 1.5-2 hours as you setup the room for the event (including the art displays)
	2. Performance Team (to help queue the performers to the stage)
	3. Food Team – 3 (Gluten, non-gluten free, & helpers)
	4. Cleanup Team – You need around 5-6 people and it won’t be more than 1 hour
	5. Audio Team – To ensure that the audio is working before the event. And during the event, control the audio’s need (music, speakers, etc)

**Items to purchased to support the event**

1. The decoration
2. The table clothes – you can buy at dollar store. Normally, you need 15-20
3. Pins for art – I can give this one to you as I don’t need it anymore
4. For food – paper plates, cups, bowls, utensils – check with Ms. Zins for any extras before you buy. For drinks – some soda

**Criteria that you need to consider before you choose the date for winter event (T – Mostly in March)**

1. Connect with Friday Special coordinators – Make sure we do it 1 week after the Friday Specials. Ask for any art displays that we can get for the winter event or any performance that they plan to do
2. Connect with Olders to make sure it does not impact their Island wood trips (or their SBA)
3. Be careful with any special holidays (Father days or school closures)

**Tasks**

1. Submit the paperwork to Ms. Zins (I attached the copy from last year) – before thanksgiving timeline
2. Decide the themes so you can start preparing for the decoration – by Jan/Feb timeline (I used my own money to buy so winter event has no decoration from prior year that I can hand off to anyone). Then purchase the decoration by Feb.
3. Connect with Music teacher (Mr. M) to see if we can have class performance (Olders, Middles, Youngers)
4. Connect with band and orchestra to see if we can have performance from DCS’s team
5. Connect with teachers to get their arts (Youngers-Olders) – By Jan (T-2.5 months)
	1. You want to collect the arts (T-2 weeks). Mostly 2-3 arts/class
	2. You want to connect with the monthly parents meeting and add it to their schedule, so you can get help with the art

Material that you need to bring – construction papers (for the background), glues, scissors

1. Check the sound systems – 2 weeks before the event date 🡪 To Do
* Connect with the front office to meet with the janitor
* Get the speakers and make sure it’s working
* 1-2 days before the event date
1. Send the Winter Event’s performance submission (attached) by Dec. Normally, we have around 20 performances. To do – Keep sending reminder every 2 weeks by Feb.
2. Publish the Agenda (attached) one week before event date so everyone can validate the submission.
3. Get items that the performer will need (for example – music background for dancing) and give it to the audio team so they can have it ready to go
4. Bring the volunteer spreadsheet for Jan’s and Feb’s meeting
	1. Setup – 10-15 people (you want male as they are stronger as they need to move tables and setup the room)
	2. Cleanup – 5-10 people (This one is easier)
	3. Food Volunteers