

## Parent Group Event Planning Guide – Fall 2020

For Parent Group-Led Campus Events

*Event must be held outside of instructional day including drop-off and pick-up times*

---

### Background

Effective September 28, Katy ISD will review parent group sponsored events held on campus outside of the instructional day when first submitted by campus principal and approved by the District.

### First Step:

Review the district's [Smart Restart Phase 1 Safety Protocols](#)

### Have these details ready before presenting to your principal

Use this guide to present an event request to your principal. Addressing all bullet points will ensure your principal has the information needed to submit the event for District vetting and approval.

### What

- Name of Event \_\_\_\_\_
- Event Purpose \_\_\_\_\_
- What controls will be put in place to ensure compliance with current COVID-19 safety protocols? (Ex: registration required for attendance, guest list submitted to campus, staggered entrance/participation)
  
- Expected guest count \_\_\_\_\_
- How will food service comply with current safety protocols? (Ex: pre-packaged, grab and go)

### Who

- Host Organization Name \_\_\_\_\_
- Organization Primary Contact including Phone and Email Address
  
- Event Chair(s) Contact(s) including Phone and Email Address(es)
  
- PTA/PTO Tax ID# \_\_\_\_\_

### Where

- Requested Campus Location (Ex: Room Number, Gymnasium, Parking Lot)
  
- Special Equipment Needed and SET UP Details
  
- Off campus

### When

- Date(s) Requested \_\_\_\_\_
- Start and End Times \_\_\_\_\_

Approval Needed by \_\_\_\_\_ due to (check all that apply)

- Extensive Planning
- Contracts Required
- Facilities Reservation Required
- Other \_\_\_\_\_