

Event Procedures Checklist

Prior to event

- Complete required forms/paperwork for approval.
- Make guest forms available. Note: MSA students are only allowed to bring one guest each.
- Purchase any items needed for the event: snacks, decorations, ect.
- Retrieve lock box and petty cash from activities director.
- Advisor is present at site for setup of event.

During event

- Verify that students are MSA students upon arrival.
- If a guest is attempting to enter, verify guest name and that guest form was turned in.
- Other expectations during event
 - DO NOT prop open gym doors to the outside or outside doors in Great Hall.
 - Students are to remain in designated areas. i.e. Gym and 1st floor in building B or Great Hall and bathrooms in building A.
 - Students are NOT allowed to leave the building and return. Once they leave, they need to leave school premises. If student needs something from a vehicle, they need to be escorted by a chaperone.

Following the event

- Event space needs to be cleaned up before you leave, and left the way it was prior to the event.
 - Sweep floors.
 - Consolidate trash.
 - Put tables and chairs back.
 - Put all sound equipment away.
- Cash and lock box need to be secured by event advisor.
 - Count the money and turn in count with the lock box - The money should be counted by the advisor and at least one other person.
 - Turn in lock box to activities director on the next school day.
- Chaperones/advisor need to remain at school until ALL students have left.
- All reimbursement forms will need receipts attached and be turned in to the activities director.