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.