

OPEN HOUSE EVENT INFORMATION

DATE AND TIME	Saturday February 10, 10:30am – 12:30pm
LOCATION	ABC Charter School
SCHOOL STAFF (NAMES AND ROLES)	Ms. Ruiz – Principal, MC, and Tour Guide Ms. Tyler – Special Populations Coordinator and Presenter Mr. Simms – ENL Teacher, Spanish Presenter, and Tour Guide Mr. Marcus – Operations Manager and Technology Ms. Alvarez – Parent, Parent Coordinator, Greeter, and Panelist Mr. Johnson, Ms. Abdoure, and Ms. Henry- Teachers, Panelists, and Tour Guides Ms. Singh, Ms. Lopez, and Ms. Jones – Teachers and Child Care volunteers
INTERPRETER(S)	Mr. Simms – Spanish Ms. Abdoure – Arabic, French Ms. Alvarez – Spanish Ms. Ruiz – Spanish Ms. Lopez - Spanish Mr. Marcus – Phone interpretation
EQUIPMENT AND MATERIALS	Coffee and donuts Arts and crafts for child care in Room 205 Raffle tickets and prizes SMART Boards in Room 201 and 203 Slide advancers PowerPoint printouts – English for Ms. Tyler (201) and Spanish for Mr. Simms (203) Applications – translated into Spanish and laptop with internet access for translated Common Online App
BUDGET	\$200
CONTACT NAME AND NUMBER (IF OFFSITE)	N/A

AGENDA

TIME	ACTIVITY	LEAD(S)	MATERIALS/ EQUIPMENT	COMMENT
10:30 – 10:45	Parent arrival and dropping children off at child care	Ruiz and Alvarez (parents) Singh	Coffee and donuts (201 and 203) Arts and crafts (205)	All staff should arrive by 10:00 and should be on hand to greet parents and direct children to child care (205)
10:45 – 11:15	Presentation	Ruiz and Marcus	SMART Board Slide advancers Printouts (raffle ticket stapled to handout)	201 – English with Tyler 203 – Spanish with Simms Ruiz and Alvarez shared between the two rooms
11:15 – 11:30	Tour	Ruiz and Marcus	N/A	Ruiz (Spanish), Simms (Spanish), Johnson, Abdoure (Arabic and French), and Henry are tour guides
11:30 – 11:45	Panel and Q&A	Ruiz	N/A	Alvarez, Johnson, Abdoure, and Henry are on the panel and Ruiz moderates and translates
11:45 – 12:15	Applications	Ruiz and Alvarez Marcus	Applications in English and Spanish Phone interpretation Laptops with internet access - <i>Common Online App.</i> in different languages	
12:15 – 12:30	Raffle and Family departure	Ruiz and Alvarez Singh	Raffle prizes (Ruiz 201 and Alvarez 203)	All staff should be on hand to help traffic flow

OPEN HOUSE ACTION PLANNING

Action	Due Date	Owner	Comment
Submit Spanish/English Flyer to Ruiz	1/5	Alvarez	See last year's on Drive
Translate flyer into Arabic	1/9	Abdoure	Work with Marcus on type setting if needed
Copy and deliver flyers to "usual suspects"	1/10, 1/11, and 1/12	Alvarez	See list compiled earlier this year on Drive (church, mosque, barber shop, head start, etc.)
Copy and deliver to multilingual neighborhood canvassing teams	1/20, 1/28, 2/3	Ruiz	See list compiled earlier this year on Drive (church, mosque, barber shop, head start, etc.)
Tweet and post on School Twitter and Facebook in Spanish and English	1/20, 1/28, 2/3, 2/7, 2/8, 2/9, 2/10	Alvarez Marcus	Use promotion pictures on Drive
Print and assign 5 tour guide routes	2/8	Ruiz	See last year's on Drive
Order and pick up coffee and donuts	2/9 and 2/10	Marcus	Order for 30
Purchase arts and crafts	2/8	Singh	Purchase for 40
Submit final presentation to Ruiz for comments	1/31	Simms and Tyler	
Make copies of PowerPoints (staple raffle ticket to first page)	2/7, 2/10	Simms and Tyler	30 in English, 30 in Spanish
Make copies of application	2/7, 2/10	Marcus	30 in English, 30 in Spanish
Test laptops for common online app. access	2/9, 2/10	Marcus	
Prepare raffle prizes	2/8, 2/10	Alvarez	
File applications submitted	2/10, 2/12	Marcus	
Conduct post-mortem and determine further next steps	2/14	Ruiz	All staff to meet at 3:30 in Ruiz's office