

## PTF Events on Campus at The Covenant School

Please communicate with your division coordinator on all event details and logistics for PTF events on campus. This will ensure your event runs smoothly and that something is not inadvertently overlooked. Your coordinator will be your main point of contact throughout the entire duration of your event and will get you the answers to your questions in the most efficient manner. That person will then disseminate the information to the appropriate staff.

- **Schedule a Planning Meeting** - For larger events (Spring Fling, LHD, Shakespeare Festival etc.), please schedule a meeting with the division coordinator and Event Manager at least 3 months before your event to discuss the scope and event needs.
  - *If no Final Report for previous year's event was included in your Red Letter Email sent in June, please include one of the previous year's chairs in the initial planning meeting.*
- **Room reservation** - your division coordinator will assist you in reserving the space you need.
  - *If you would like to gain early access to a space for set-up, this needs to be reserved and approved by the Event Manager to ensure space is available.*
- **Food/Beverage** - When providing food and beverage for an event or meeting, please be sure there is a plan for clean-up. Whether that is the PTF volunteer staying to assist in clean-up or communicating with the division coordinator within the school (Grammar, Logic, Rhetoric) to be sure it is covered.
- **Decor** - Please be sure that everything you have brought in for an event is cleaned up at the end of the night. Designate a volunteer or staff member to be in charge of this.
- **Security** - If you will need to access campus outside of our normal security hours (7a-10pm M-F), please let the coordinator know.
  - Please notify coordinator of vendor arrival times onto campus, so that Security is aware.

**PTF Closet:** retrieving items to use for an event from the PTF closet is the responsibility of the parent volunteers. If there is something larger you need help moving, please communicate that to the division coordinator when communicating event needs.

### Events in CLC

There is a thin waterproof, scratch-proof, rubber matting system that can be installed on a portion, half or full gym floor for events taking place in CLC. **This matting is required to be put down over the gym floor for any events with: open liquid containers, eating meals in the gym, dances, Living History Days, events with gum, confetti, streamers, etc.**

**\*\* Men volunteers are needed anytime there is an event where the plastic mats need to be rolled out.**

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- ❖ *It takes two men 1 hour to cover the entire gym floor with mats.*
- ❖ *It takes three men 1 1/2 hours to pick-up the mats from the entire gym floor.*

**Athletic Coolers:** Coordinate with the Athletics Coordinator on the date and amount of coolers needed for the event. After the event, return used coolers wiped out and face down on the drying rack. Note that the two grey Igloo containers are for PTF use and can be utilized without notice to the Athletics Coordinator.

### **Quick Guidelines:**

**DO:** Let your division coordinator know if you would like an event scheduled on the Master Calendar (on or off campus).

**DO:** Communicate with the division coordinator on all questions related to your event.

**DO NOT:** Reach out to Security or Facilities directly with inquiries, without first talking to the division coordinator.

**DO NOT:** Go directly to the Director of Facilities or Athletic Director to request the use of space.

**DO NOT:** Feel guilty about asking many questions! We are here to help you and are so grateful for your service to our school in this capacity!

### **DIVISION STAFF CONTACTS/COORDINATORS:**

ADMISSIONS	Mary Katherine Plagens ( <a href="mailto:mkplagens@covenantdallas.com">mkplagens@covenantdallas.com</a> )
ATHLETICS	Liz Traeger, ( <a href="mailto:ltraeger@covenantdallas.com">ltraeger@covenantdallas.com</a> )
DEVELOPMENT	Katie Mizell ( <a href="mailto:kmizell@covenantdallas.com">kmizell@covenantdallas.com</a> )
FINE ARTS	Michael Attaway ( <a href="mailto:mattaway@covenantdallas.com">mattaway@covenantdallas.com</a> )
GRAMMAR	Allison Wedeberg ( <a href="mailto:awedeberg@covenantdallas.com">awedeberg@covenantdallas.com</a> )
LOGIC	Kristen Dow ( <a href="mailto:kdow@covenantdallas.com">kdow@covenantdallas.com</a> )
RHETORIC	Jennifer Tompkins ( <a href="mailto:jtompkins@covenantdallas.com">jtompkins@covenantdallas.com</a> )

Charity Feeney ([cfeeney@covenantdallas.com](mailto:cfeeney@covenantdallas.com)) will be the main point of contact for the following All School events only:

- ❖ Opening Chapel
- ❖ Christmas Chapel
- ❖ Grandparents Day