

Pride of Broken Arrow

Send Off Performance - Planning Document

Preparation Checklist		
Tasks	Lead Time	Assigned To
Coordinate with BA Neighbors	6 weeks	VP Special Events
Confirm Times with Directors	5 weeks	VP Special Events
Secure Ticket Sponsor	4 weeks	Corporate Sales & Mkt
Prepare Tickets/Flyers	4 weeks	VP Special Events
Request Ticket Distribution at Convenience Stores	4 weeks	Corporate Sales & Mkt
JumboTron Presentation	4 weeks	Videographer
Notify VP Concessions	3 weeks	VP Special Events
Notify VP Fundraising (spirit sales and cleanup)	3 weeks	VP Special Events
Notify VP Treasury	3 weeks	VP Special Events
Deliver Tickets to Stores	2 weeks	Corporate Sales & Mkt
Send Tickets to Corporate Sponsors with Thank You & Parking Permit	2 weeks	Corporate Sales & Mkt
Confirm Parent Volunteers	2 weeks	VP Special Events
Confirm Tradition Volunteers	2 weeks	I-High Director(s)
Press Releases to Newspapers	1 week	PR
Notify Television Stations	1 week	PR
Deliver Tickets to Middle Schools & I Highs	1 week	VP Special Events
Invitation in eNews	1 week	President

Other Ideas:

Envelopes printed for sponsorships that can be turned in to us at end of performance. If so, we will need to get them printed and additional volunteers to hand them out in a way that it does not interfere with the food collection at the gates.

Get Paul James to attend or film for our Jumbotron –Sheri is following up on this

How can we utilize the jumbotron? – Probably only use if we film Paul James

Give Sponsors parking at front lot? T & D say that is OK – Mike S will get parking permits

Who can run the jumbotron – Will have to hire the specialists is we want to use it

Do we need get BA Police or Reserve to help with incoming traffic? – Mike S is on this

May need more front gate workers if we give out envelopes – we will do this per Mr. T

May need more front gate Treasury people if we collect envelopes on the way out

Get envelopes designed – Sheri will talk to Jane Kaiser for correct wording

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Volunteer List		
Position	Number	Assigned To
Parking Lot Attendants Front lot reserved for Corporate Sponsors	4 VIP Lot – Ken Hood? (South lot in front of stadium)	Dan McClain
		Jim McCarter
Double Gate Security	1	Paul O’neill / Jerry Walden
Front Gate Greeters – Tradition Students in Uniform Help with food and hand out sponsorship envelopes	8 (4-6 Tradition Students)	Randy & Susan Butler
		Mike & Tammy DeVault
		Andy & Angela Harwell
		Paula & Rich Stroh
Front Gate Food Stackers Dads.....heavy lifting	4 (4-6 Tradition Students could be the same ones as above)	
Usher for Volunteer Reserved Seats (30-40 seats?)	4	Toni & Clay Moore Bruce & Jan Bacher
Stadium Entrance Ushers	6	Kathleen Anderson
		Kevin & Sue Bahara
		Audrea Noyes
		Ellen Buckinger
		Keli O’neill
Elevator Door Usher for Handicapped	1 Sherri Paulson ?	
Treasury (Collect Envelops) Kristi Rhinehart	4	

Schedule		
Start Time	Activity	Notes
5:00 pm	Pride Rehearsal Begins	
5:15 pm	Secure Stadium Access	
5:30 pm	Rope off Volunteer Reserved Seating	
6:30 pm	Parking Lot Attendants Arrive	
7:00 pm	Concession Volunteers Arrive	
7:00 pm	Spirit Sales Volunteers Arrive	
8:00 pm	Pride Rehearsal Ends	
8:00 pm	Pride Dismisses to Dress in full Uniform	
7:50 pm	Concessions and Sales Open	
8:00 pm	Outside Gates Open	John B or Tomlinson has keys
8:00 or later	Access to Stadium Seats Open	After Davis Dismisses Pride
8:40 pm	Concessions and Sales Close	All adult volunteers will have reserved seat
8:45 pm	Introductions	Directors / Guest Speaker
9:00 pm	Performance Begins	
9:15 pm	Closing Comments and Thank You	Directors
9:30 pm	Concession and Sales Cleanup	
9:30 pm	Stadium Cleanup	