

Willow Grove Event Form: Cultural Events

Please update sections I-V of this form and submit it to the PTO board 1-2 weeks after your event. Request the Event Form via email for easy editing then, submit to the co-presidents via email (.doc format).

A PTO Executive Board Member has been assigned to be your mentor. Please contact them at any time. Have fun and THANK YOU on behalf of all the parents, educators, and students at Country Meadows!

I. BASIC INFORMATION -

Name of event: Cultural Arts **Date(s):** Dates established with the PTO, School Staff, and Cultural Events Chair

Location: School Gym or Music Room, as determined by the school

Description: Organize educationally focused programs that foster the "Common Core" and promote self-esteem in Willow Grove students. The PTO hosts 3-5 events, depending on appropriateness and budget.

II. PLAN AND KEY DATES -

Action required	Person Responsible	Start Date
1. Attend Cultural Arts Showcase at beginning of year and review prior events hosted by Willow Grove. Choose 3-5 programs to present to the PTO Executive Board and Principal for approval at the September and January meetings. Rank in importance of preference.		
<u>The PTO will need the following information for each program:</u>	Chairperson	September Meeting & January Meeting
<ol style="list-style-type: none"> 1. Cost for Assembly Program Program 2. Length of show performance 3. Theme and/or description 4. "Common Cores" addressed 5. Vendor Contact Information 6. Available dates from Program Coordinator 		
The PTO Executive Board must vote on each program for approval.		
2. Once events chosen, speak with PTO Co-Presidents, School Office Staff, and Principal to decide on date to host event.		
Request contract from Program Coordinator for each approved assembly and/or educational program. Forward contract onto PTO Co-Presidents for signature.	Chairperson	August/September
3. One week before each program, request PTO Corresponding Secretary to publicize event in the PTO Blog.		
Request check from PTO Treasurer to provide payment the day of the event.	Chairperson	One Week before each event

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4. Day of Event- Arrive 30-45 minutes before the event to supervise program participants and provide assistance setting up for the assembly.

Chairperson Day of Event

Take pictures of event on a digital camera.

5. After Event- Provide pictures to the PTO President and Secretary to post onto Facebook. Also, provide pictures to Yearbook Committee to include in the yearbook.

Provide summary of event. Please include the following-

Chairperson Up to 1 week after event

1. Student's level of interest
2. Would you use them again?
3. How many students were engaged in the event?
4. Was the description true to the actual performance?

III. EQUIPMENT AND DONATIONS REQUIRED -

Equipment Description	Qty	Comments/Donated By
Dependent upon performers or programs request		

IV. VOLUNTEERS -

Optimum # of Volunteers:

None needed

VI. INCOME - Not Applicable

VII. Sample Past Events -

1. Science Made Fun - High Touch High Tech Chicago

Phone: 630.227.4848

Web Site: <http://sciencemadefunchi.net>

Notes: ***Meets Common Core Guidelines.** Serving the Greater Chicago area including Cook, Lake, DuPage and Will Counties. Cost ~\$6.00 per student. Hands on science program in the classroom, not an assembly. Very well liked program by the school!

2. Jim Gill

Phone: 708.763.5134

Email: jimgill@jimgill.com

Website: <http://www.jimgill.com>

Notes: Fun and popular kids musician. Kids LOVE listening and interacting with Jim Gill!
Cost: \$950

3. Face to Face Production

Phone: 773.631.2013

Email: mgrimsich@facetofaceproductions.com

Website: <http://www.facetofaceproductions.com>

Note: Shows Below **Meet “Common Core” Guidelines**

- Ben Franklin and Me
- By the Numbers
- Edison: The Wizard of Menlo Park
- Honest Abe
- The Amazing Adventures of Lewis and Clark
- The George Washington Follies
- The Wright Brothers
- Writing Royally

4. Getting Excited about Science

Phone: 800.890.6244

Email: getsience@comcast.net

Website: <http://getsience.net>

Notes: Fun and popular kids musician. Kids LOVE listening and interacting with Jim Gill!

Where to get new ideas:

1. North Shore Center Show Case

Email: showcase@northshorecenter.org

2. Premier Show Case

Email: lloyd@premier-showcase.com

Website: <http://www.premier-showcase.com/directory/index.php?mysort=&p=all>

Website: premier-showcase.com

Phone: (773) 761-0099