

Monday, August 16, 2021

Timeline for breakfast/staff assembly

7:30 a.m. – 8:15 a.m.	Breakfast and Social Penn High School Cafeteria
8:15 a.m. – 9:00 a.m.	Welcome and Remarks Dr. Jerry Thacker, Superintendent Penn High School Cafeteria
9:00 a.m. – 9:15 a.m.	Break
9:15 a.m. – 10:30 a.m.	TBD Penn High School CPA
10:30 a.m.	Teachers report to their buildings
10:30 a.m.	Exceptional Education Meeting or PHS Staff Meeting?? Penn High School CPA

Opening of School Assembly/Breakfast
Monday, August 16, 2021
6:30 a.m. to 9:15 a.m.

Location: Penn High School
Cafeteria

Number in Attendance: Approx. 1000 employees

Set-Up Instructions: Please see Josiah Parker for set-up specifics.

- Turn on A/C 12 hours before event.
- Will be using the stage area in cafeteria.
- Need two large monitors, pull down screen and sound for Dr. Thacker's Power Point presentation in the cafeteria.
- Need both the American and Indiana flags on the stage behind the podium.
- Need to make sure that the microphone that Dr. Thacker will be using is in working condition – this has been an issue in the past.
- Set up to begin at 5:30 a.m. or the night prior
- Need two activity tables, one at both entrances to the cafeteria for handouts.
- Need all cafeteria tables/chairs set-up.
- Need long tables set up for the buffet breakfast. In past years the beverage table has been set up against windows looking out on the courtyard. Food tables have been set up (east/west) on north end of cafeteria. Need trash cans placed throughout cafeteria. Please work with Jill Riggs and Mary Gilliam on the set-up for breakfast.
- Please open Doors A, B, C, D, E, F, K, L, M at 7:00 a.m.
- Open restrooms in cafeteria lobby and other pertinent areas; check for toilet tissue ☺
- May need to check cleanliness of cafeteria, lobby, etc. if area has been used over the weekend.
- Check courtyard. Grass cut and clean of debris.

Opening of School Presentation – Teaching Staff Only TO BE DETERMINED
Monday, August 16, 2021
9:15 a.m. to 10:30 a.m.

Location: Penn High School
CPA

Set-Up Instructions: The Learning Division/Dawn will work with technology on specifics.

CPA needs:

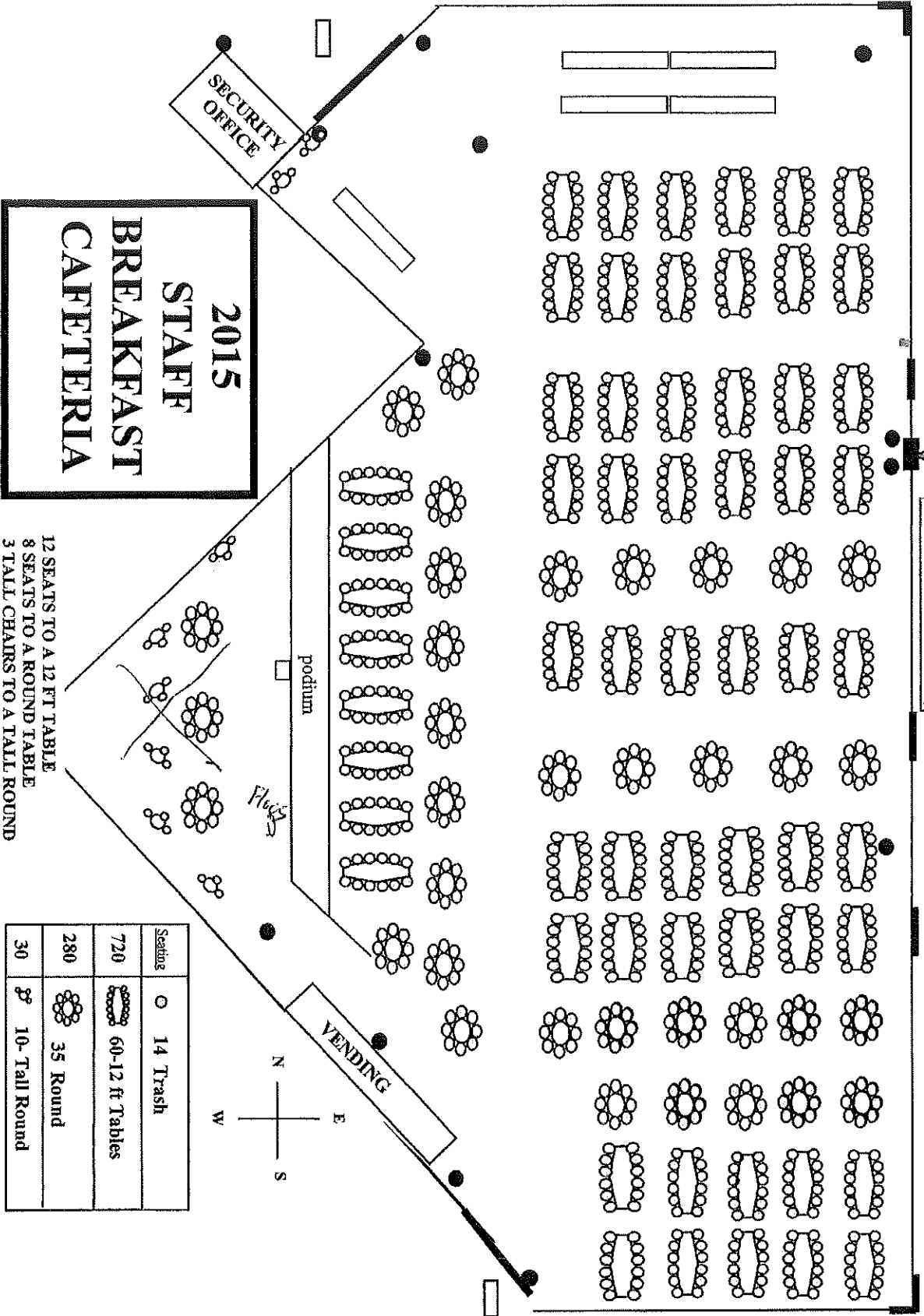
Set up large screen w/projector for PowerPoint presentation.

- Presenter will need a podium or stand for her computer and a lapel mic
- Small table at each entrance for handouts
- CPA lobby restrooms should be unlocked, clean, stocked with toilet tissue.
- CPA balcony should be open.

Questions? Contact: Dawn Bachtel ext. 10595, Rachelle Bradbury, ext. 10570, Carolyn Palonis, ext. 10588

Put microphone in podium hidden one test mic to make sure it is working and ready for Monday morning

SOUND SYSTEM PLUG IN



**2015
STAFF
BREAKFAST
CAFETERIA**

12 SEATS TO A 12 FT TABLE
8 SEATS TO A ROUND TABLE
3 TALL CHAIRS TO A TALL ROUND TABLES

Seating	
720	○ 14 Trash ⊗ 60-12 ft Tables
280	⊗ 35 Round
30	⊗ 10-Tall Round