

## **Opening of School Assembly/Breakfast**

**Monday, August 21, 2017**

**6:30 a.m. to 9:30 a.m.**

**Location:** Penn High School  
Cafeteria

**Number in Attendance:** Approx. 1000 employees

**Set-Up Instructions:** Please see Kathy Reinhardt 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 (2) 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 Mark Wilcox on the set-up for breakfast.
- Please open Doors ~~A, B~~, C, D, E, F, ~~G, H, I, J~~ 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 Presenter – Teaching Staff Only**

**Monday, August 21, 2017**

**9:40 a.m. to 11:00 a.m.**

**Location:** Penn High School  
CPA  
Professional Development presentation will begin at 9:40 a.m.

**Set-Up Instructions:** The Learning Division will work with Austin Robins/technology on specifics. CPA needs:

- Set up large screen w/projector for PowerPoint presentation.
- Presenter will need a podium or stand for his 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, Donna Humes, ext. 10570, Carolyn Palonis, ext. 10588

## Monday, August 21

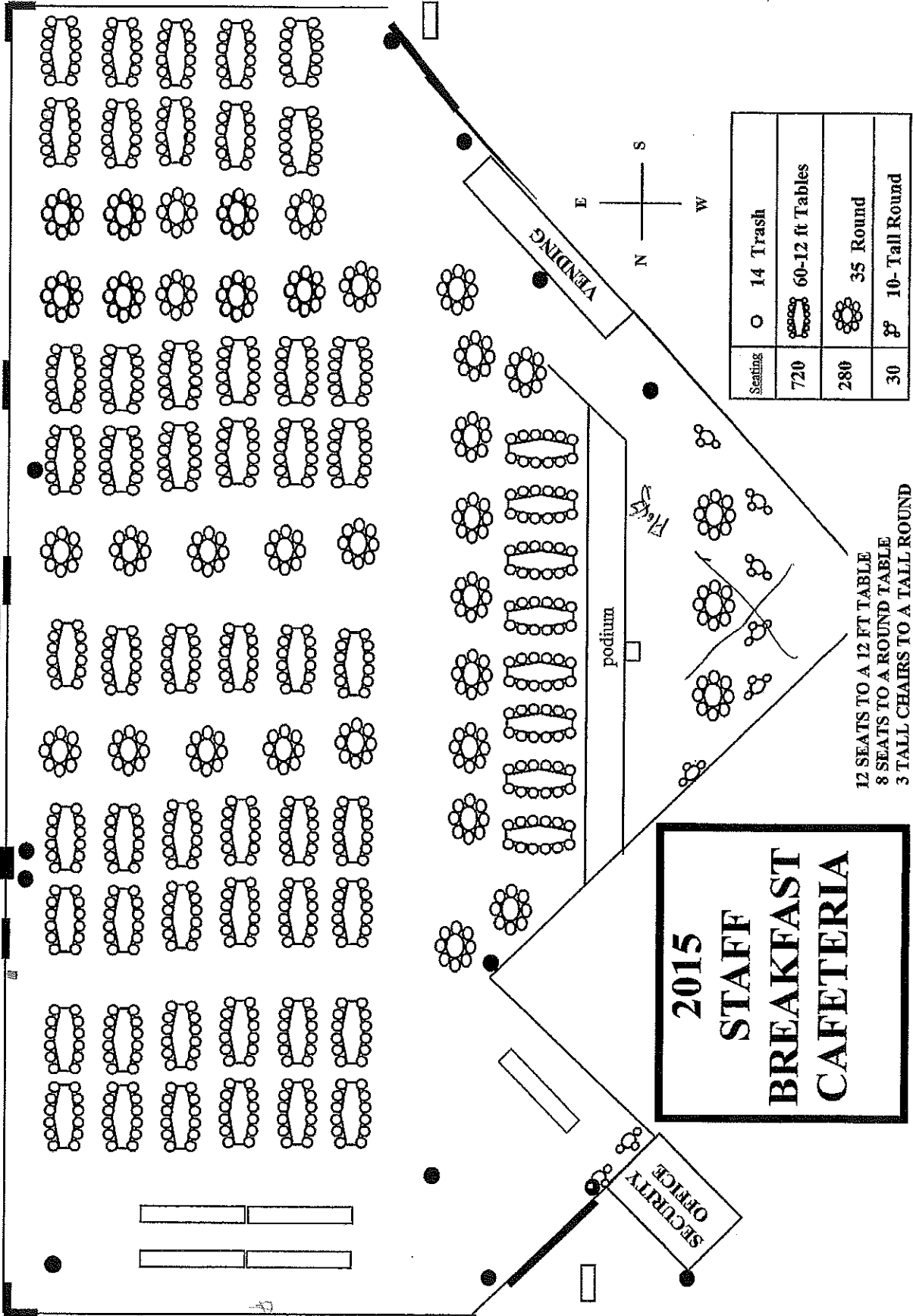
### Timeline for breakfast/staff assembly

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7:30 a.m. – 8:30 a.m.	Breakfast and Social <b>Penn High School Cafeteria</b>
8:30 a.m. – 9:15 a.m.	Welcome and Remarks Dr. Jerry Thacker, Superintendent <b>Penn High School Cafeteria</b>
9:15 a.m. – 9:40 a.m.	Break
9:40 a.m. – 11:00 a.m.	Presenter <b>Penn High School CPA</b>
11:00 a.m. – 12:30 p.m.	Travel/Lunch on your own
1:00 p.m. – 2:00 p.m.	Exceptional Education Meeting <b>Penn High School CPA</b>

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

**SOUND SYSTEM  
PLUG IN**



*Handwritten notes:*  
G. Buckley  
Set up  
Cafeteria