

## Monday, August 15, 2022

### Timeline for breakfast/staff assembly

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|------------------------|---|
| 7:30 a.m. – 8:15 a.m.  | Breakfast and Social<br><b>Penn High School Cafeteria</b>                                     |
| 8:15 a.m. – 9:00 a.m.  | Welcome and Remarks<br>Dr. Jerry Thacker, Superintendent<br><b>Penn High School Cafeteria</b> |
| 9:00 a.m. – 9:15 a.m.  | Break   |
| 9:15 a.m. – 10:30 a.m. | TBA<br><b>Penn High School CPA</b>  |
| 10:30 a.m.             | Teachers report to their buildings  |

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| 1:00 p.m. | Exceptional Education Meeting<br><b>Penn High School CPA</b> |
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**Opening of School Assembly/Breakfast**  
**Monday, August 15, 2022**  
**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 Dan Summersgill/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 Michael Alwine 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.

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**Opening of School Presentation – Teaching Staff Only**  
**Monday, August 15, 2022**  
**9:15 a.m. to 10:30 a.m.**

**Location:** Penn High School  
CPA  
To be determined

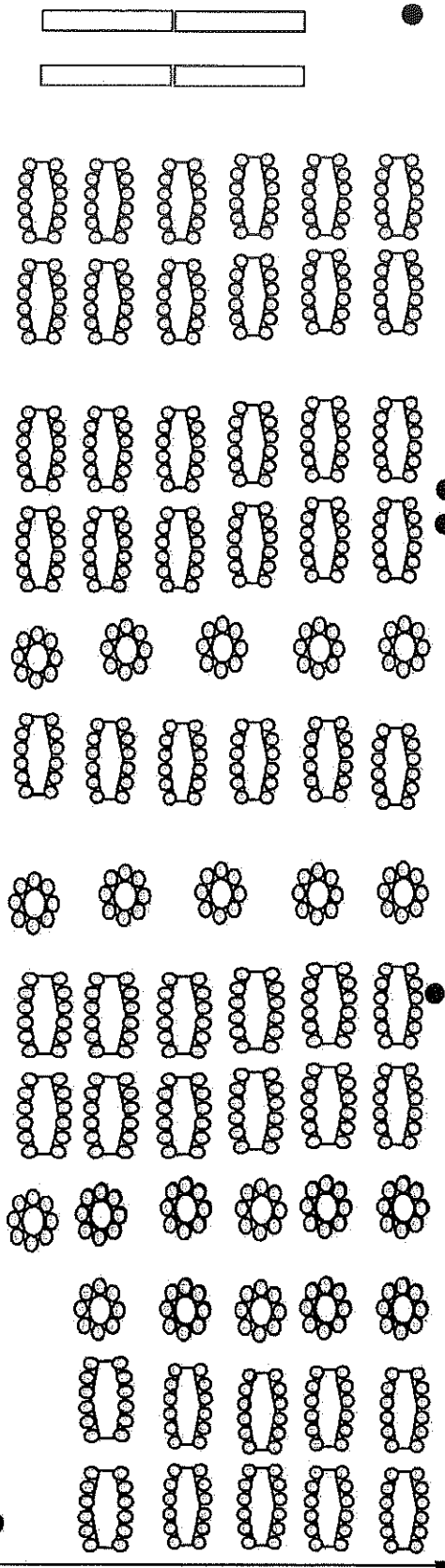
**Set-Up Instructions:** The Learning Division/Dr. Short will work with Nora Noble /technology on specifics.  
**CPA needs: Below to be determined**

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- 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.

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

**SOUND SYSTEM  
PLUG IN**



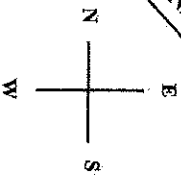
**SECURITY  
OFFICE**

**STAFF  
BREAKFAST  
CAFETERIA**

podium

*Flux*

**VENDING**



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

| Seating |                             |
|---------|-----------------------------|
| 720     | 14 Trash<br>60-12 ft Tables |
| 280     | 35 Round                    |
| 30      | 10- Tall Round              |