



Gregory-Portland Independent School District

Scheduling District, Campus Events

- Rev. July 31, 2017 -

PURPOSE

All district employees who schedule/manage district and/or campus events are asked to review and implement the following procedures to help:

1. Minimize conflicts so that parents/community members (and district employees) have plenty of opportunities to attend important meetings/events;
2. Consider existing events and important student needs (including testing dates, significant extracurricular activities/other events) prior to scheduling and releasing notice of any event; and
3. Develop a standard practice of scheduling events with as much advance notice as possible, so that event planners and attendees are all able to appropriately plan/prepare and attend.

PROCEDURES

Any Employee: How to Request that an Event be Scheduled/Added to Calendar

Please follow these procedures prior to releasing any information about an upcoming event – it must be scheduled (as follows) before it is 'set in stone' and notice can be sent. Thank you.

1. **Check the Master Event Calendar for the district, and review the listing of all public events that are scheduled on or around your preferred event date/time.**

The master event calendar lists all public events currently scheduled at every campus, as well as district events. It is located at www.g-pisd.org under "Calendar → Happening Now (Event Calendar)." | **ANY EVENT already listed on this calendar is considered "SCHEDULED."** Events are added on a **first come, first serve basis**. They are also time stamped when scheduled on the administrative side of the website.

2. **Consider your audience – who will attend the event you are trying to schedule?**

Be sure to think about potential conflicts for attendees, including (but not limited to):

- a. Parents: Consider that parents may have students attending other campuses – will any events that you see require them to choose between your event and an already-scheduled event? Also consider working parents and the starting/ending time(s) of your event.
- b. Students: Look at dates on/around your event date. Please be mindful of testing dates/extracurricular activities, and consider whether attending your event(s) is necessary for certain groups of students ... will they lose sleep or important study time? Will this affect their academic success?
- c. Community Members: Will this be open to the general public, and if so, does it conflict with another event on the same date/time? With a regular or special called board meeting, or other district event? Is there something 'big' happening in the community on this date/time that might cause a conflict for attendees?
- d. District Employees / District Parents: Consider who would need to attend this event that might be a district employee – even a teacher. Are there other events that may require them to miss something important?

If you anticipate any conflict but are unsure as to whether it would be an issue, contact the appropriate people (administrators, teachers, etc.) and ask questions before scheduling your event. They may know something you don't know. Public events will be posted on the Master Event Calendar (on the website), but in-district meetings between employees are scheduled differently ... even when planning an in-district meeting, it is helpful to view the Master Calendar to ensure all parties can attend.

3. **If you see ANY POTENTIAL CONFLICT with an existing, scheduled event (listed or not listed above), please choose one of the following options:**
- Reschedule your event to a more appropriate date/time. Repeat steps above.
 - Consider holding an important event/meeting more than one time so that attendees have multiple options to attend, and promote ALL AVAILABLE DATES at the same time (so they are aware of the opportunities and can schedule in advance).
 - Consider, if appropriate, contacting the individual(s) who scheduled the conflicting event and discuss the possibility of them moving their date(s)/time(s) ... this is only appropriate if your event is an all-important, immovable event. Remember, events are scheduled on a 'first come, first serve' basis. The person who scheduled first generally is the priority for this date/time. Rescheduling is only appropriate if no other option is available, and should all parties agree.
4. **Once you have identified a good date/time for your public event(s), email the following information to the PR/Web Rep or Calendar Manager at your campus or at the district (see details below). Request that it be added to the campus (or district) website calendar(s) if it is open to the public.**
- Event Title, Date/Time, Location (check first to ensure your location is available, booked)
 - Event Details (anything attendees would need to know)
 - Type of Event: Is this a PUBLIC event ... or an IN-DISTRICT event? (Who are the attendees? If there is anyone from the public, it is a public event. If only district attendees are listed, this would be more appropriate as an OUTLOOK CALENDAR MEETING request to the appropriate attendees ... however, still remember to check the Master Event Calendar for any conflicts.)

Campus Events: Every campus calendar is managed by each campus PR/Web Rep and an office staff member (Calendar Manager), if desired at the principal's discretion. Any event(s) occurring at a campus must be scheduled with this individual(s) to be added to the Master Calendar.

District Events: Designated individual(s) within certain departments at the District Administration Building have access to add events across multiple campuses/entire district. In addition, you can always contact Crystal Matern in Communications (cmatern@g-pisd.org) to request that a District event be added/scheduled on the calendar.

REMEMBER: AN EVENT IS NOT SCHEDULED ('set in stone') UNTIL IT APPEARS ON THE MASTER DISTRICT CALENDAR. Please do not release any notice of an event until it has been officially scheduled. If you need notice when it is added, please ask the person you contact to let you know when it has been added ... and CHECK THE CALENDAR to verify prior to releasing any info.

Calendar Managers / PR, Web Reps: How to Schedule/Add an Event to a Calendar

When an employee requests that an event be added to a campus/district calendar, please:

1. Add the event as requested, if it is a PUBLIC event (remember, the public can view anything added to the website calendars ... if this is an event for only district attendees, it is more appropriate for the person who requested to set up an Outlook calendar invitation. Please advise them to do so ... if you are unsure, send an email notice to your supervisor and/or Crystal Matern at cmatern@g-pisd.org).
2. Include event information that has been provided to you (title, date/time, location and any event details) as an item on the calendar.
3. Try to respond to these types of requests within three (3) business days so that events can be scheduled in a timely fashion.
4. If you question whether any event is a "campus" versus "district" event, please contact Crystal Matern (cmatern@g-pisd.org) to help work through the request.

If you have other questions, please contact your supervisor and/or if needed email cmatern@g-pisd.org.