

NAME _____

Community Arts Showcase

PLANNING GUIDE

Discuss each responsibility and identify roles

RESPONSIBILITY	STUDENT(S)	COMPLETION DATE
PRESENT IDEA TO SCHOOL LEADERS		
SELECT AND PREPARE THE VENUE		
ADVERTISE/MARKETING		
PREPARE ART DISPLAY (MOUNTING, ETC.)		
SET UP/TEAR DOWN		
TECHNOLOGY CREW		
EMCEE(S) AND HOST(S)		
GREETERS, USHERS		
OTHER:		
OTHER:		
OTHER:		