

November 15, 2019

YC EVENT SCHEDULING

THE OFFICIAL EVENT SCHEDULING STRUCTURE FOR YAMHILL CARLTON SCHOOL DISTRICT.

The guarantee of scheduling an event is based on the following structure:

Priority list

- i. YC Events (YC sports, YC Theater, YC School Event)
 - (a) YC Sport “in season”/YC Theater
 - (b) YC Sport “out of season”
- ii. YCTC
 - (a) YCTC sports “in season”
 - (b) YCTC sports “out of season”
 - (c) Clubs under the YCTC umbrella (in season > out of season)
- iii. Clubs
 - (a) Club sports “in season”
 - (b) Club sports “out of season”
- iv. Public requests (the public requesting to rent a facility for an event outside of school activities).

APPROVAL PROCESS

Below is the list of individuals who are in charge of approving event request under their criteria.

1. *Shaunna Kaufmann* for all YC events (sports, theater, music, school events, assemblies, non-school events, etc)
2. *Kristi Degroat* for all YCTC and YCTC club events

Any cancellations/rescheduling are to be reported to *Shaunna Kaufmann*. Lead secretaries from each school are to send Shaunna a list of events from their school needing to be scheduled and reserved on the Event Management Calendar at the

beginning of each year (as well as send any changes/new events to Shaunna throughout the year as they come). This will secure the space for staff/requester. However, the main school calendars on the school websites will still need to be updated by each school secretary.

****This outline has been approved by Scott Henderson, Athletic Director/YCHS Vice Principal and the district office.***