

### **2015 CAPITAL IMPROVEMENT PROGRAM**

#### **Groundbreaking Event Plan – Dave Wood Circle & E. Galleria Drive**

Updated April 13, 2016

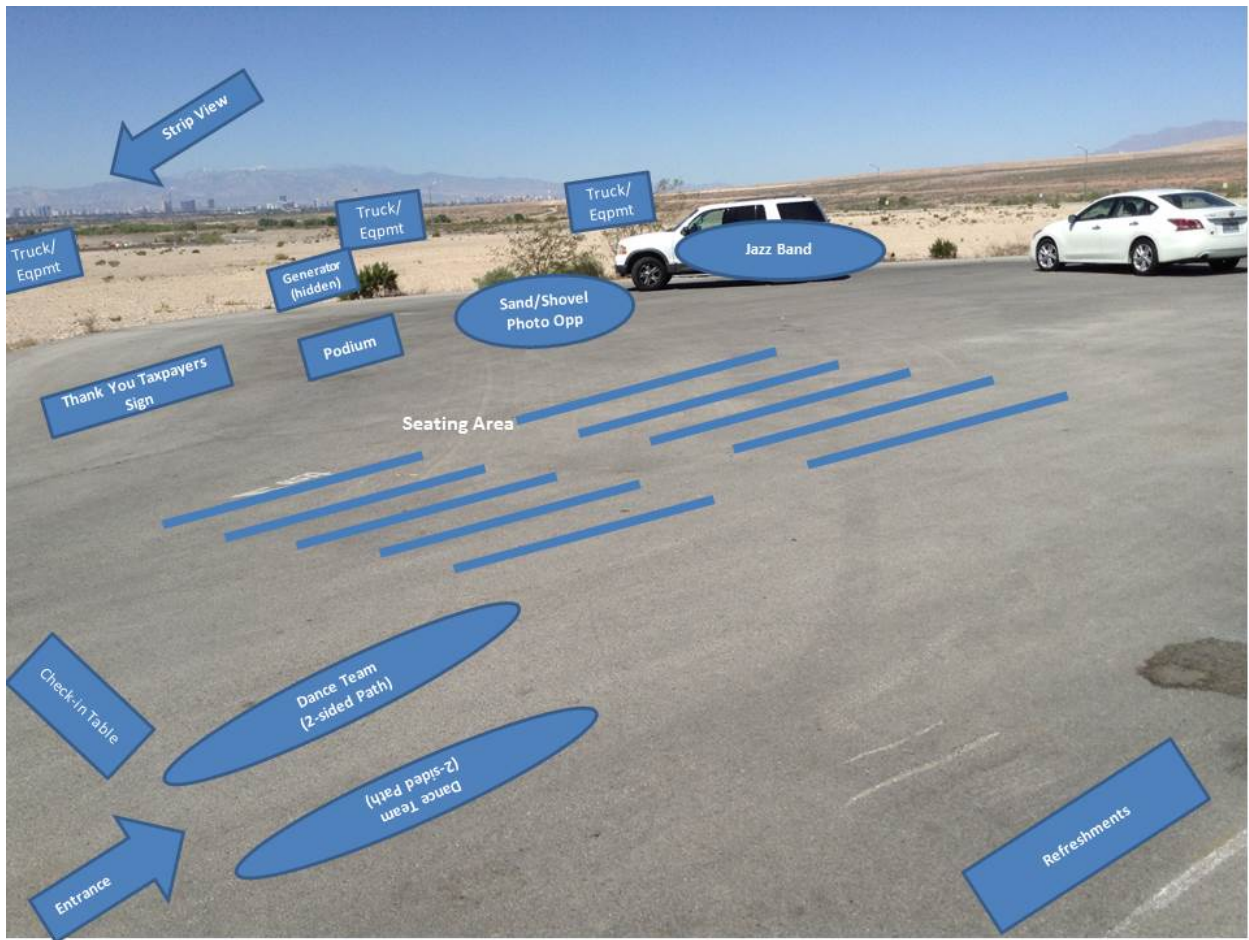
CCSD will host a special program and photo opportunity to commemorate the groundbreaking of the first new school construction as part of the 2015 Capital Improvement Program, scheduled to open fall 2017.

Event Date/Time: Thursday, April 14 at 2:00 p.m.

Location: Dave Wood & Galleria Construction Site – event to be held on round asphalt area just past Tuscany Park

#### Program/Speakers List:

- Media arrives between 1:30 p.m. and 2:00 p.m.
- Students (dance team/ROTC/preschoolers) greet guests
- Jazz Band performs 1:45 – 2:00 p.m.
- Start program at 2:00 p.m.
- ROTC Color Guard and Pledge of Allegiance (Basic Academy of International Studies)
- Trustee Erin Cranor – Welcomes guests; recognizes other Board Members; highlights student groups; thanks community and legislators for continued commitment to provide new schools and facility improvements for students. 2 mins
- Superintendent Pat Skorkowsky – Talks about need for new school and how it will impact students. Introduces future kindergarten students (preschoolers from Sewell ES) who will benefit from new school. 2 mins
- Governor Sandoval – 3 mins
- Senator Mark Manendo – 3 mins
- Assemblyman James Ohrenschall – 3 mins
- Jim McIntosh – Overview of progress on 2015 Capital Improvement Program. 2 mins
- Blake Cumbers – Provides short details on plan and progress for this site; recognize partners. 2 mins
- Governor Sandoval gives green light on groundbreaking.
- Jazz Band performs during photo sessions (dance team can join as appropriate) 10 mins
- Line up for photo-op TBD based on final RSVPs (15 hard hats and shovels). 10 mins
  - Board of Trustees (local Trustee in prominent position, plus other attendees)
  - Governor Sandoval and other elected officials
  - Superintendent Skorkowsky
  - CT Sewell ES Preschool Students
  - Select leaders (Deputy Superintendent, Chief Financial Officer, Associate Superintendents, etc.)
- Break-up for additional photos and individual media interviews.



Parking: Tuscany Park parking lot (permit obtained from City of Henderson)



Invited Guests: (see separate RSVP list)

- State Legislators
- Key Local Elected Officials
- CCSD Board of Trustees
- Select CCSD Leadership
- Bond Oversight Committee Members
- Architecture and Construction Lead(s)
- Other Community Leaders/Groups

Set-up/Logistical Considerations:

- Site Preparation (Construction partner)
  - Site clean-up/prep for event day
  - Equipment positioning for event backdrop
  - Dirt mound for groundbreaking photo opp
  - Provision of 15 shovels/hard hats for photo opp
  - Provision of electricity for mic/speakers and jazz band equipment
  - Executive attendance at event (Construction and Architect partners)
  - Provision of refreshments (approx. 50 guests to be confirmed based on RSVPs)
    - Water
    - Coffee
    - Light cookies or similar
  - Rain back-up plan: investigate possible tent provider and/or group may need to stand (no chairs) under awnings in Tuscany Park area.



- Event set-up (support from Basic Academy of International Studies and C.T. Sewell ES)
  - Chairs (50)
  - Tables (3 needed for check-in/refreshments)
  - Podium, mic and speakers
  - Custodial support (delivery, setup, breakdown)
  - Student greeters/performance
    - Basic Academy: jazz band, dance team, ROTC
    - C.T. Sewell ES: preschool students
- Signage/Materials
  - Directional signage for route (CGR to create signs and post balloons)
  - Designated parking area for Trustees, Governor and VIP guests (CGR to provide; permit obtained for City of Henderson Tuscany Park)
  - Podium signage with CCSD logo (CGR to provide)
  - School renderings (Architects to provide enlarged renderings on easels)
  - Thank You Taxpayers/Legislators sign (post in temporary location)
  - Construction/architect banners/signage for fencing/equipment
  - Student “thank you for our new school” messages for fence, etc. (C.T. Sewell ES)



Media Activities (CCSD Communications Team):

- Media invitations
- Media advisory
- Press package
- Social media (before/during/after)
- Various photo opportunities with dirt mound/equipment on-site
  - Media photo (see program listing page 1)
  - Guests with Governor and VIP guests
  - Capital Program Office
  - Construction/Architect teams
  - C.T. Sewell Preschoolers
  - Etc.