



MAISD

Muskegon Area Intermediate School District

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Hero Party Planner

Three Months Out

1. Establish date, time, location, and schedule facilities. Space requirements:
 - a. Gym
 - b. Cafeteria and Kitchen
 - c. 7 Classrooms for 100 people; 13 Classrooms for 200 or more people
 - d. Carpeted Room for infant massage
 - e. Hallway space for resource tables and registration
2. Create Master Agenda that includes the specific activities and agencies involved.
3. Determine leaders for the following areas:
 - a. **Adult Volunteer Recruitment:** Responsible for recruiting “guides” to lead people through the activities, and other volunteers to assist in each activity room, registration, and wiping tables and serving food. Recruit “mascot” or other costumed person (Scooby Doo etc.).
 - b. **Student Volunteer Recruitment:** Responsible for recruiting high school students to set up, direct parents, help carry things, serve food, assist with agency volunteers, take late arrivals to activities, and clean up.
 - c. **Agency Volunteer Recruitment:** Responsible for contacting local agencies to determine what materials and activities they will provide. Send post card with deadline for response to all agencies three months out. Call all agencies that did not respond by deadline to determine participation. Send out confirmation mailing three weeks before Hero Party. Contract with certified Infant Massage Instructor.
 - d. **Facility:** Responsible for determining the number of tables and chairs required (contact Activity Room Leader), determining which rooms are best for which activities (infant massage and stories needs carpet or mats; nutritious snack needs uncarpeted area etc.) Also responsible for creating signs for each classroom.
 - e. **Food:** Determine menu, cost, and be responsible for delivery, set-up and clean-up.
 - f. **Marketing:** Recruit families with children zero- to five-years-old including those who are not currently a part of any school program. Includes creation of article for district newsletter, flyers, posters, newspaper ads, radio, press release, and information to community agencies who work with families. Also includes advertising to local business and their employees. Creation of name tags.
 - g. **Door-prizes:** Gather door-prizes from local businesses (books, bags, toys, gift certificates, etc.) Responsible for getting/creating bags for families.
 - h. **Photographer:** Responsible for taking photos during the Hero Party.
 - i. **Activity Room Leaders (5):** Responsible for coordinating the volunteers, set-up, teardown, and materials needed for the activity in each room. This is usually the person who is in charge of the activity in that room (For example: MSU Extension = Nutrition Room; Literacy Person = Stories and Songs)

4. Set regular meetings with the leaders (We recommend every other week until party)
 - a. Explain concept of Hero Party (Review Master Agenda)
 - b. Review job description for each leader so they know what they are responsible for
 - c. Determine time-line and target dates

Two Weeks Out

5. Host a meeting with all agency volunteers and guides at the facility where the Hero Party will take place. Confirm facilities and food. Check to see that PA system is working. Follow up with phone call to any agencies or guides that do not attend meeting.
6. Order balloons (Be sure to get high float)

One Week Out

7. Create/Gather all materials needed on site for Hero Party
 - a. Blank Color Name Tags for all Attendees
 - b. Name Tags for all Volunteers
 - c. Agendas and Maps for all Volunteers
 - d. Sign in Sheets
 - e. Feedback Forms for Parents and Volunteers
 - f. Fine Point markers for parents to make name-tags
 - g. Raffle Tickets and bowl to draw from
 - h. Masking Tape
 - i. Signs
 - j. Easels to post signs on
 - k. Bags for families
 - l. Camera and film/disks

Day of the Party

8. Hero Party
 - a. Wear comfortable shoes
 - b. Verify all facility needs are met
 - c. Post signs
 - d. Verify food is set
 - e. Registration area for volunteers (separate)
 - f. Registration area for families (separate)
 - g. Deliver materials
 - h. Follow Master Agenda to execute party

After Party

9. Tally Feedback sheets from volunteers and families
10. Create and send thank you notes to all volunteers and agencies that include feedback responses.
11. Hold celebration meeting with leaders and volunteers who are available