# Step 3: Fun With Logistics

Logistics can feel like the stickiest part of the planning process! Hopefully, by following these guidelines developed from CSB’s experience with Day of Code events, you will have a smooth path and a lot of fun in executing your own event.

**Note**: Depending on your unique circumstances and the type of event you are planning, the following points and checklist items may not all apply. Please adapt as necessary to suit your needs and decisions.

## Points to Consider

### Advertising

Now that you’ve solidified details for the 5 W’s of your event, and chosen your activities, it’s time to spread the word.

* What kind of advertisement do you need, and to whom?
	+ Email to faculty
	+ Flier or email invitation to parents and students
	+ Use of social media, list-servs, or other public channels
	+ Specific and personal invitations to special guests you might want to include (see “Special Guests” section below)
* At CSB, our event is open to our whole campus and to the public through outreach, so we send out a school-wide flier and also place our announcement on our webpage and on email listservs in California.

### Registration

If you plan to open your event to guests beyond your campus, have a method of collecting guest information.

* **Suggestion**: Create an online registration form and include the registration link on your flier and other forms of advertisement.
	+ You can also create a hardcopy form for anyone who might need an alternate method.
* Set a deadline for registration so that you have enough time to make final adjustments and accommodate the number of participants you will have.
* This toolkit provides a sample registration form questions template that you can use for your event.

### Lunch

If your event will extend through or beyond lunch, ensure that students have access to a meal.

* In your registration form, you can include nutrition options for any students joining you from off-campus.
* You might want to plan to have a special lunch provided/arranged by your district or campus on the day of your event.
* Ensure that your registration deadline leaves you sufficient time to communicate with your school’s lunch team or other personnel who will provide lunch. You need to have a reasonable estimated headcount prior to submitting any lunch orders.

### Accessibility

Your student participants will most likely have accessibility needs.

* On your registration form, you can include options for preferred reading medium:
	+ Regular print
	+ Large print
	+ Braille
	+ Auditory
	+ Electronic
* If any of your activities will include written materials, work with the activity leads/teachers to ensure that all of these materials are provided in a variety of ways that accommodate student and staff accessibility needs.

### Special Guests

You might want to invite special guests, like blindness/visual impairment company representatives, vendors, or field experts, to speak with or work with your students.

* **Send them a personal and specific invitation, well ahead of your event date to ensure they are available**! Have a clear idea beforehand of how you would like them to participate in your Day of Code. Discuss with them their areas of expertise and how they can contribute to the success of your event.
* Include them in communication about the event and provide them with information, as it is available, that they might need (i.e., schedule, number of students they will be teaching, any special needs they should accommodate, logistic details for the event, etc.).
* Be available throughout the planning process to answer questions and meet needs that they may have.
* Let them know when they should arrive and make preparations for either yourself or a school representative to welcome and guide them through the campus.
* Some special guests CSB has invited to Days of Code in the past include representatives from Humanware, American Printing House (APH), the Center for Assistive Technology Training (CATT), and Google.

### Videos and Photography

You might like to take and share some videos or pictures of student activities at your event. If so, discuss with administrators any procedures that might need to be followed.

* How and with whom would you like the videos and/or photographs to be shared?
* How does your school or district handle obtaining parent/guardian permissions for students to participate in videos and photographs that will be shared internally or publicly?
	+ How is this procedure different for students who are attending from off-campus programs or from outside the school/district?
* What forms or releases will be needed to secure and document these permissions?

## To Do Checklist: Fun With Logistics

* Create and distribute a registration form (as applicable) with a link that can be included in advertisements and invitations
* Create and distribute an email invitation, flier, and/or public communication about your event (include your registration link if applicable)
* Invite and meet with any special guests to provide them with preliminary event information, including expectations and/or guidelines for their participation
* Close registration and make a headcount of all students you expect to attend your event
* Communicate with administration and other key school personnel about the process or forms needed for lunch setup and meeting any special dietary needs
* Identify accessibility needs and work with activity leads/teachers/special guests to ensure they are met
* Obtain signed forms/media releases, if needed, for students who will participate in videos or photographs for the event

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