

## The Secret to Planning a Rally...

- 6 Weeks Before
  - Come up with a theme and general outline
- 5 Weeks Before
  - Write the script and fill in all the details (talk to student groups and publicity)
  - Prop layout and build list to construction
  - Talk to Treasurer and fill out purchase requisitions
- 4 Weeks Before
  - Begin construction of props
  - Tell classes theme to decorate their section
  - Film any video footage
  - Complete A/V rally template
  - Review script and finalize
- 3 Weeks Before
  - Music to A/V committee
  - People layout
  - Classes submit general plan to spirit committee
- 2 Weeks Before
  - Purchase supplies for games
  - Rally run thru #1 (just ASB)
  - Music cut up and ready to go
- Week Before
  - Rally run thru #2 (just ASB)
  - Graphics completed
  - All costumes purchased
  - Rally clean-up sheet
  - Email to teachers regarding jobs for rally
- Week of the Rally
  - Movie finished (2 days before)
  - Class check-out sheet (2 days before) – (3<sup>rd</sup> block will be ONLY main people and AV in gym)
  - Final rally run thru (dress rehearsal) (2 or 3 nights before)
  - Class posters completed (48 hours before)
  - Rally set-up (1 day before)
  - Check all audio/video equipment (Rally day)
  - Set-up games and little accessories (Rally day)
  - RALLY
  - ASB class sit in bleachers (Rally day)
  - Rally clean-up (Rally day)
- Week Following the Rally
  - The Good, The Bad, The Ugly (Following Day)
  - Student Senate Analysis

## The Night Rally...

- 6 Weeks Before
  - Come up with a theme and general outline
- 5 Weeks Before
  - Write the script and fill in all the details (talk to student groups and publicity)
  - Prop layout and build list to construction
  - Talk to Treasurer and fill out purchase requisitions (food, home depot, sharpdots, Party City, Scantron)
- 4 Weeks Before
  - Begin construction of props
  - Order costumes and royalty supplies
  - Tell classes theme to decorate their section
  - Film any video footage
  - Complete A/V rally template
  - Review script and finalize
- 3 Weeks Before
  - Music to A/V committee
  - People layout and costumes
  - Classes submit general plan to spirit committee with prop drawings
- 2 Weeks Before
  - Purchase supplies for games
  - Rally run thru #1 (just ASB)
  - Music cut up and ready to go
  - Fill rally roles
- Week Before
  - Rally run thru #2 (just ASB)
  - Graphics completed
  - Rally clean-up sheet
  - Finish rally video and game video w/ subtitles
  - Finish video advertisement
  - Build rally props for class sections
- Week of the Rally
  - Air video on Tuesday and Wednesday
  - Movie finished (2 days before)
  - Final rally run thru (dress rehearsal) (2 or 3 nights before)
  - Class posters completed (48 hours before)
  - Rally set-up (1 day before)
  - Check all audio/video equipment (Rally day)
  - Set-up games and little accessories (Rally day)
  - RALLY
  - ASB class sit in bleachers (Rally day) and clean-up