

Sample 1
Half-day event
Event time 8:00 am-11:00 am
Lunch at Watten Center 11:30 am-1:00 pm

8:00. - 8:30: Welcome and Morning Briefing

- Greet the guest in the principal's office with coffee/light refreshments.
- Review the half-day itinerary and provide a brief overview of the school's mission.
- Provide a one-page summary of the school's demographics (campus fact sheets) and campus highlights.
- Introduce them to key administrative staff.

8:30-9:00 a.m.: Start of the School Day

- Lead the Principal for a Day in making the morning announcements over the intercom.
- Stand at a main entrance or in a key hallway to greet students and staff as they arrive.

9:00 - 10:00: Classroom Walks

- Take a walking tour of the school, visiting classrooms across different grade levels.
- Observe instruction, classroom dynamics, and student engagement.
- Allow the guest to briefly interact with teachers and students.

10:00 -10:15: Student Experience

- This provides a direct opportunity for the guest to hear about the student experience.

10:15 - 10:30 a.m.: Administrative Perspective

- Have the guest sit in on a brief, scheduled meeting with a department head or school counselor.

10:30 - 11:00.: Wrap-Up and Debrief

- Conclude the visit in the principal's office.
- Encourage the guest to share their observations and insights from the morning.
- Answer any final questions and express gratitude for their participation.
- If possible, gift a small, branded token, like a pen with the school's logo, that serves as a memento of the experience and a gesture of thanks.
- Thank them for their participation and take a photo as a souvenir.