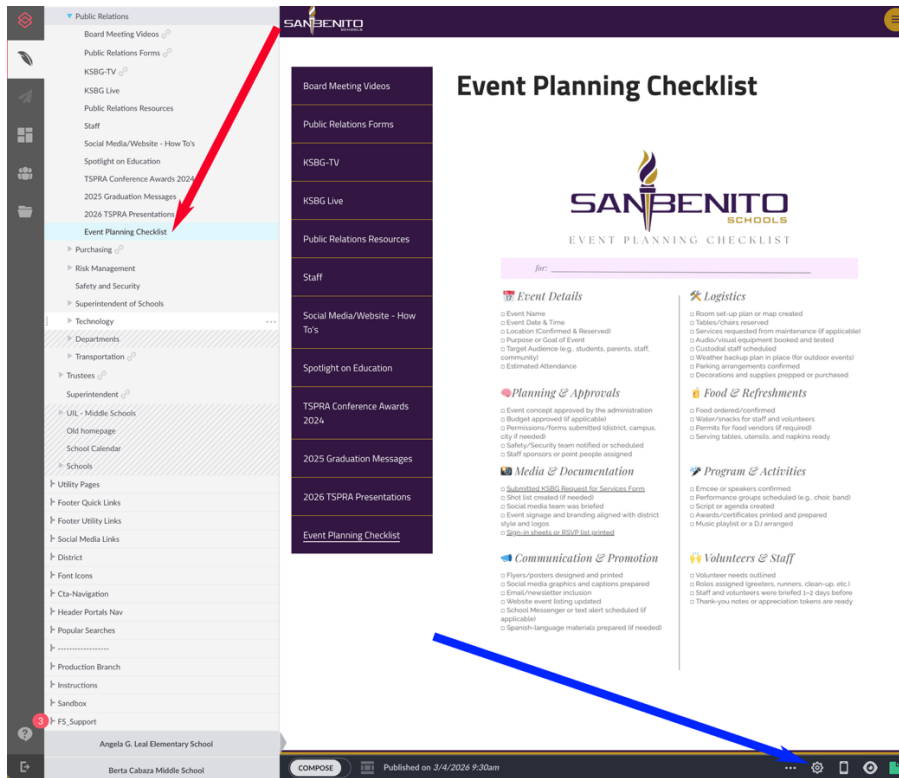


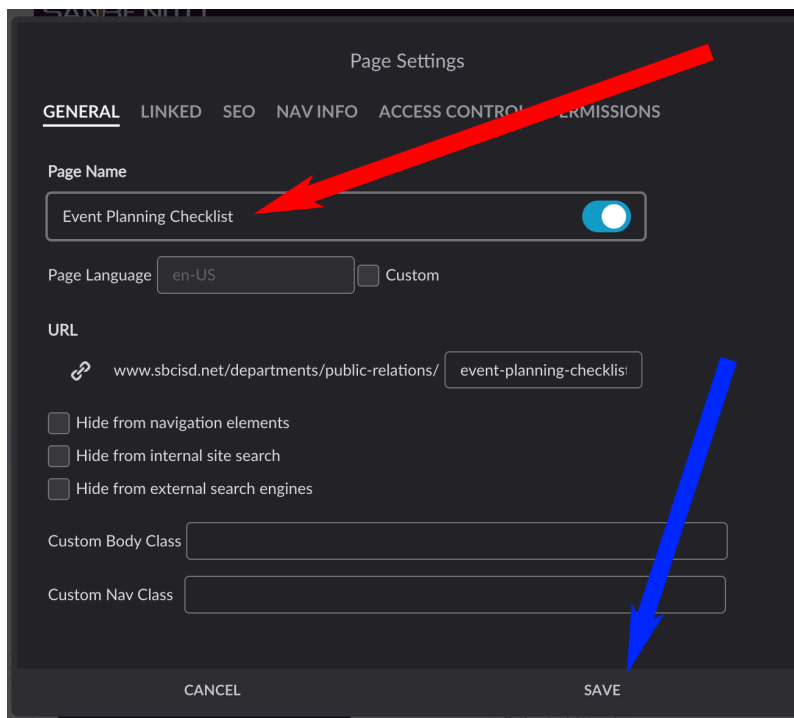
Renaming a page

1. In this example, I am going to rename the page called “Event Planning Checklist” under the PR department.

Click on the page you want to rename (red arrow). Click on the page settings – wheel icon on the bottom right hand side (blue arrow)



2. On the pop up window, select the page name and delete it and type in the new page name. (red arrow) then click “SAVE” (blue arrow).



3. Click on “PUBLISH” (blue arrow). You have now renamed the page.

The screenshot shows the San Benito Schools Event Planning Checklist page. The page is titled "Planning Checklist" and is part of the San Benito Schools website. The sidebar on the left contains a navigation menu with various categories such as Purchasing, Risk Management, Safety and Security, Superintendent of Schools, Technology, Departments, Transportation, Trustees, Superintendent, UIL - Middle Schools, Old homepage, School Calendar, Schools, Utility Pages, Footer Quick Links, Footer Utility Links, Social Media Links, District, Font Icons, Cta-Navigation, Header Portals Nav, Popular Searches, Production Branch, Instructions, Sandbox, and FS_Support. The main content area is titled "Event Planning Checklist" and includes sections for Event Details, Logistics, Planning & Approvals, Media & Documentation, Communication & Promotion, Food & Refreshments, Program & Activities, and Volunteers & Staff. A red circle highlights the "Planning Checklist" title, and a blue arrow points to the "PUBLISH" button in the footer.

Planning Checklist

San Benito Schools
EVENT PLANNING CHECKLIST

for: _____

Event Details

- ☐ Event Name
- ☐ Event Date & Time
- ☐ Location (Confirmed & Reserved)
- ☐ Purpose or Goal of Event
- ☐ Target Audience (e.g., students, parents, staff, community)
- ☐ Estimated Attendance

Logistics

- ☐ Room set-up plan or map created
- ☐ Tables/chairs reserved
- ☐ Services requested from maintenance (if applicable)
- ☐ Audio/visual equipment booked and tested
- ☐ Custodial staff scheduled
- ☐ Weather backup plan in place (for outdoor events)
- ☐ Parking arrangements confirmed
- ☐ Decorations and supplies prepped or purchased

Planning & Approvals

- ☐ Event concept approved by the administration
- ☐ Budget approved (if applicable)
- ☐ Permissions/forms submitted (district, campus, city if needed)
- ☐ Safety/Security team notified or scheduled
- ☐ Staff sponsors or point people assigned

Media & Documentation

- ☐ Submitted KSBG Request for Services Form
- ☐ Shot list created (if needed)
- ☐ Social media team was briefed
- ☐ Event signage and branding aligned with district style and logos
- ☐ Sign-in sheets or RSVP list created

Communication & Promotion

- ☐ Flyers/posters designed and printed
- ☐ Social media graphics and captions prepared
- ☐ Email/newsletter inclusion
- ☐ Website event listing updated
- ☐ School Messenger or text alert scheduled (if applicable)
- ☐ Spanish-language materials prepared (if needed)

Food & Refreshments

- ☐ Food ordered/confirmed
- ☐ Water/snacks for staff and volunteers
- ☐ Permits for food vendors (if required)
- ☐ Serving tables, utensils, and napkins ready

Program & Activities

- ☐ Emcee or speakers confirmed
- ☐ Performance groups scheduled (e.g., choir, band)
- ☐ Script or agenda created
- ☐ Awards/certificates printed and prepared
- ☐ Music playlist or a DJ arranged

Volunteers & Staff

- ☐ Volunteer needs outlined
- ☐ Roles assigned (greeters, runners, clean-up, etc.)
- ☐ Staff and volunteers were briefed 1-2 days before
- ☐ Thank-you notes or appreciation tokens are ready

PUBLISH