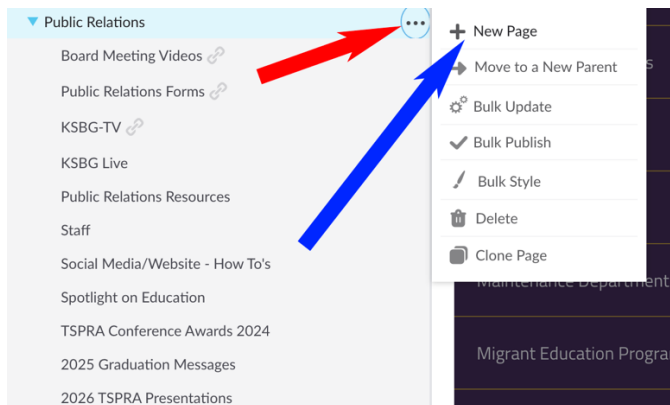
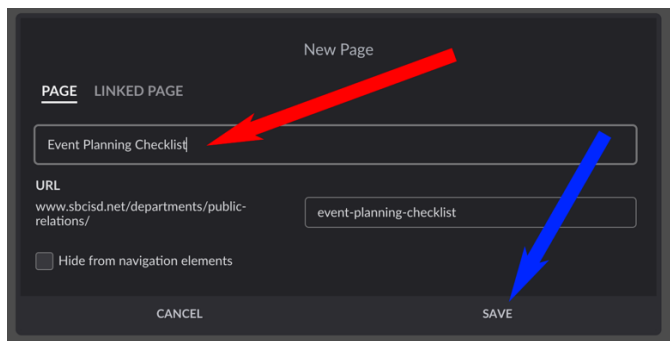


Add a PDF file to a page (single page view)

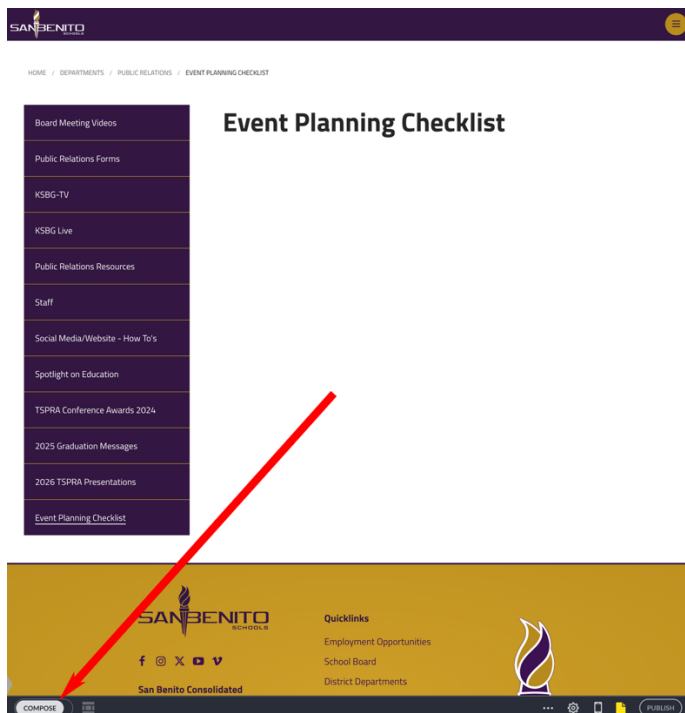
1. In this example, I am going to add a PDF file to a new page under the PR department. Click on the “3 dots” (red arrow) where you’d like to add a new page. Then click on “New Page” (blue arrow)



2. On the pop up window, name your page and click on SAVE.



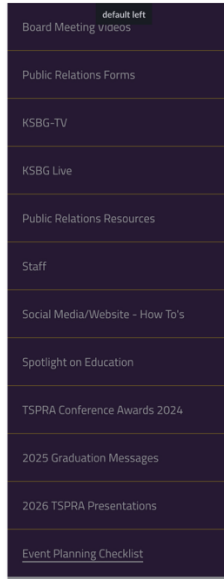
3. The new page has been created. If you're unable to edit the page, click the “COMPOSE” button to toggle to content editing mode.



4. Hover your mouse over the “Click here to add content” and click on “ADD ELEMENT”.

Breadcrumb

HOME / DEPARTMENTS / PUBLIC RELATIONS / EVENT PLANNING CHECKLIST



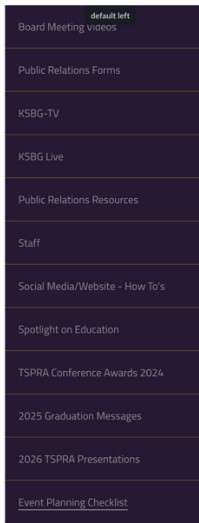
Event Planning Checklist



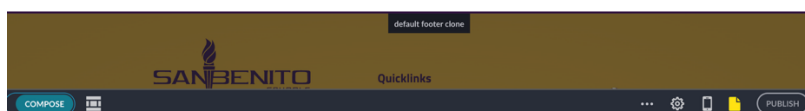
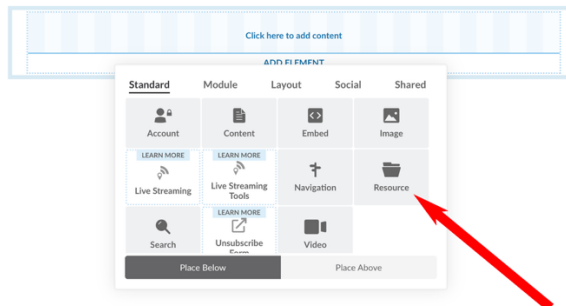
5. Click on “Resource”.

Breadcrumb

HOME / DEPARTMENTS / PUBLIC RELATIONS / EVENT PLANNING CHECKLIST



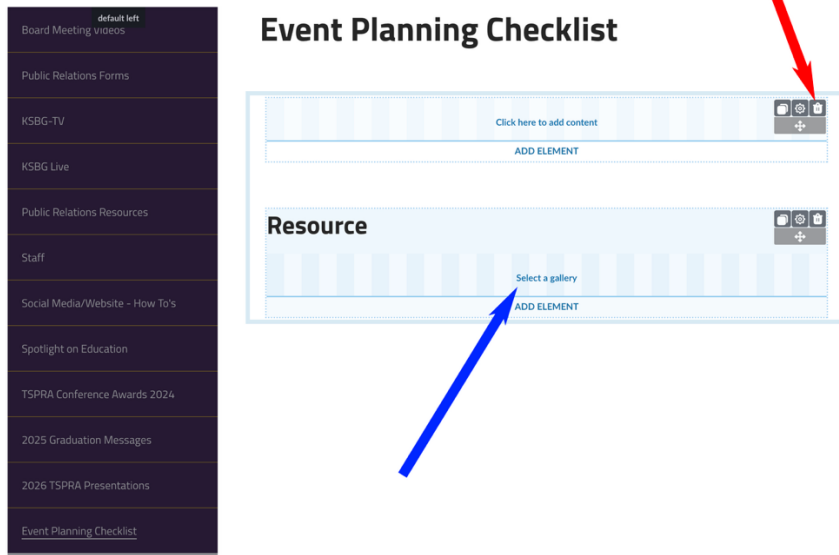
Event Planning Checklist



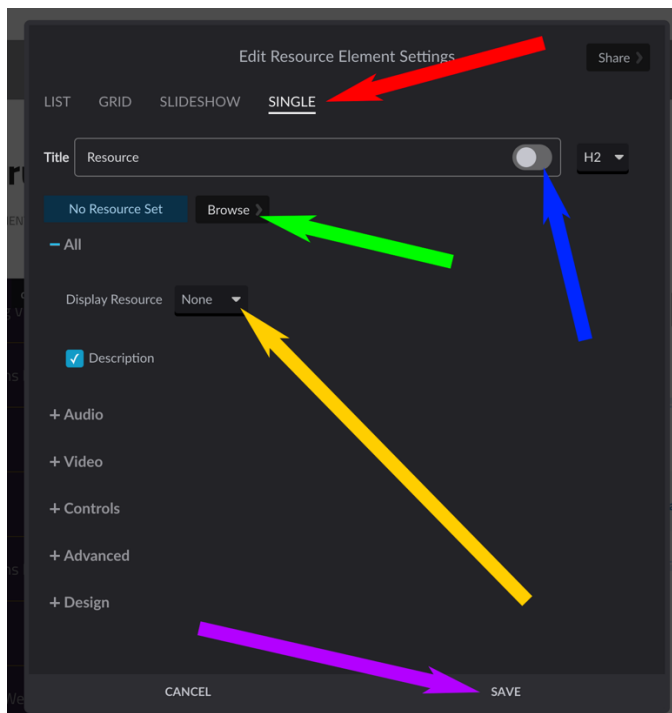
6. Since I will not be using the first element, I am going to delete it by clicking on the trash can (Red arrow). Click on “Select a gallery” (blue arrow) to add the file.

Breadcrumb

HOME / DEPARTMENTS / PUBLIC RELATIONS / EVENT PLANNING CHECKLIST



7. On the pop up window, there are a few items to do.
- A. Click on “SINGLE” (red arrow) to display a single file
 - B. Toggle off for the name “RESOURCE” so the Resource name will not display. (blue arrow)
 - C. Click on “Browse” (green arrow) to upload your file.
 - D. Click on “ALL” and under the “Display Resource”, select none (yellow arrow). By selecting NONE, the name of the file will not display.
 - E. Click “SAVE” (purple arrow)



8. Click on “PUBLISH”

Breadcrumb

HOME / DEPARTMENTS / PUBLIC RELATIONS / EVENT PLANNING CHECKLIST

default left

Board Meeting Videos

Public Relations Forms

KSBG-TV

KSBG Live

Public Relations Resources

Staff

Social Media/Website - How To's

Spotlight on Education

TSPRA Conference Awards 2024

2025 Graduation Messages

2026 TSPRA Presentations

Event 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

Food & Refreshments

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

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 printed

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

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)

Volunteers & Staff

- ☐ Volunteer needs outlined
- ☐ Roles assigned (greeters, runners, clean-up, etc.)
- ☐ Staff and volunteers were briefed 1-2 days before
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COMPOSE **PUBLISH**

9. This is the published version. If you hover your mouse over the file, it opens the file in PDF.

SAN BENITO SCHOOLS

Students Parents Staff Quicklinks Schools District Home Find It Fast

About Us Departments Trustees Superintendent

HOME / DEPARTMENTS / PUBLIC RELATIONS / EVENT PLANNING CHECKLIST

SAN BENITO SCHOOLS

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10. If you forget to toggle off the Resource name and forgot to click on “none” under the settings of the file. (See step #7)

HOME / DEPARTMENTS / PUBLIC RELATIONS / EVENT PLANNING CHECKLIST

Board Meeting Videos
Public Relations Forms
KSBG-TV
KSBG Live
Public Relations Resources
Staff
Social Media/Website - How To's
Spotlight on Education
TSPRA Conference Awards 2024
2025 Graduation Messages
2026 TSPRA Presentations
Event Planning Checklist

Resource

EventPlanningChecklist.pdf



for: _____

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11. Click on the “Wheel” icon (Edit element) to return to the Settings of the file.

Breadcrumb

HOME / DEPARTMENTS / PUBLIC RELATIONS / EVENT PLANNING CHECKLIST

default left
Board Meeting Videos
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Edit Element

12. If you need to unpublish the file. Click on the “wheel” (general page settings)

Breadcrumb

HOME / DEPARTMENTS / PUBLIC RELATIONS / EVENT PLANNING CHECKLIST

default left

- Board Meeting videos
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SAN BENITO SCHOOLS
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COMPOSE Published on 2/27/2026 8:50am

13. Select the following and click on “SAVE”

Page Settings

GENERAL LINKED SEO NAV INFO ACCESS CONTROL PERMISSIONS

Page Name

Event Planning Checklist

Page Language en-US Custom

URL

www.sbcisd.net/departments/public-relations/event-planning-checklist

☒ Hide from navigation elements

☒ Hide from internal site search

☒ Hide from external search engines

Custom Body Class

Custom Nav Class

CANCEL SAVE

14. And “PUBLISH” the page