

Special Event Planning Guide

****Please Note:** Even if the event is being funded and/or managed by an organization other than the school or district (ie. PTA, Booster, community organization, etc.), all requirements listed below **MUST** be followed.

Business Office - Contact 817-299-6090

misd purchasing@misdmail.org

1. Verification that vendors are MISD Awarded vendors at least a month in advance of event. MISD Awarded vendors can be found externally on the [MISD Website](#) and internally in the Finance Folio. While use of MISD Awarded vendors is not currently required by PTA organizations, using event vendors awarded under bid 26-015 (Event Rentals & Services) is highly recommended.
2. Any contracts requiring signatures must be signed by a MISD Employee with signing authority. Contract approval forms can be found in the MISD Finance Folio (accessible through OKTA and [ClassLink](#)) and must be submitted in Incident IQ (accessible through OKTA and [ClassLink](#)) 30 days before “need by” date.
3. To maintain a high level of student safety, vendors must be wearing an MISD Vendor Badge while on MISD properties. To inquire if a vendor has badged employees, you may contact misd purchasing@misdmail.org

Facilities – Contact 817-299-4340

1. Enter your event into Facilitron at least a week in advance of the date of the event to ensure needs are met
 - a. Ensure HVAC needs have been requested, only request areas of the building as needed
 - b. Ensure unlocking of external doors has been requested, only as needed
2. Notify Maintenance & Facilities Departments
 - a. Notify custodial of the possibility of a disruption in their cleaning schedule or the need for extra cleaning following the event.
 - b. Notify Grounds Department of outside events that might disrupt their timeline and schedule, or that might require them to mark irrigation lines for bounce houses
 - i. Please note: We require bounce houses to be secured with sandbags and NOT stakes in the ground. If a vendor is unable to use sandbags, please have them contact the MISD Director of Facilities at 817-299-4340.
3. **Parking** – Does your site have adequate parking? Attendees are not permitted to park anywhere other than in designated parking spaces. Consider alternatives for parking such as offering an off-site shuttle that picks up at a nearby campus (contact MISD Transportation at X96060 to discuss your options) or asking staff to park off-site and carpooling in for the event to free up spaces for the community members.

Risk Management – Contact: 817-299-6330

1. **Certificate of Insurance (COI)** - Most vendors (Bounce Houses, Food Trucks, DJs, live animal exhibits, etc) who provide a service for a district event will be required to provide an up-to-date COI that shows proof of general liability insurance.

When the campus (or PTA, Booster, etc.) books a service with the vendor, please request a copy of their COI showing General Liability Insurance, and email a copy to MISD Risk Management. The COI must include the following requirements:

- a. The Certificate Holder should be “Mansfield ISD” with an address of 605 E. Broad St., Mansfield, TX 76063
- b. Mansfield ISD must also be named as an Additional Insured in the “Description of Operations” box on the COI.

If a vendor is unable to provide proof of general liability insurance, please contact MISD Risk Management before proceeding.

2. **Food Trucks** – Along with their COI, food trucks are required to provide up-to-date health inspections and permits from the city and county in which they operate. Please ask them for copies of these certificates and permits and email a copy to MISD Risk Management.

Each city has specific requirements for Mobile Food Vendors. Please review and understand the requirements for the city where your event is taking place.

[City of Mansfield](#)

[City of Arlington](#)

[City of Grand Prairie](#)

Many of the mobile food vendors you hire will have their inspection through Tarrant County Public Health. You can find their inspections here if you want more detailed info on their rating:

<https://www.tarrantcountytexas.gov/en/public-health/health-protection-and-response/environmental-health-promotion/food.html>

3. **Ride Inspection Stickers** – Any vendor who provides an amusement-type ride, INCLUDING BOUNCE HOUSES, must have their product inspected by the State of Texas. When searching for bounce houses (or carnival-type “rides”), please review this website to ensure that the “ride” you are requesting is listed.
<https://www.tdi.texas.gov/commercial/lcamcurrentsticker.html>
4. **City Permits** – determine if city permits are required. This generally only pertains to events that will interfere with city roads and traffic.

Safety & Security – Contact 817-299-6011

1. Contact MISD Police (through your campus SRO or X9600) to discuss safety and security needs for the event. Your event may require a police officer to be present for the duration of the event. Even if the event is funded by a PTA, Booster, etc., a police officer may be required.
2. Create an action plan that addresses crowd management.
 - a. Estimate the number of people anticipated to attend and have a plan that allows for safe and efficient travel throughout the building and event.
 - b. Identify potential “hot zones” that need staff supervision during the event and assign those employees early.
 - c. Please keep exit doors clear of congestion to allow for quick evacuation, if needed.
 - d. Ensure that all staff in attendance know where the AED and First Aid Kits are located.
 - e. Equip ample staff with radios for internal communication needs.
3. **Contingency Plan** - Always have a back-up plan prepared in the event of unforeseen circumstances. Plan for bad weather. Plan for larger-than-expected crowds. Create a Plan B just in case you find Plan A doesn’t work as well as expected (ie. people standing in line too long, not enough seating, crowding near exit doors, etc).

Communications – Contact 817-299-6345

1. Consider your advertising needs early. Consider sending standalone flyers for special events and reminder messages in addition to your weekly newsletter to capture the attention of your target audience.
2. Contact the MISD Communications Department, if needed, to discuss the following:
 - a. Any broad advertising needs beyond campus capabilities (ie. Does your target audience extend beyond campus students and families?)
 - b. Any media coverage requests (ie. video coverage for district or community recognition)

Technology – Contact 817-299-1980

1. Visit the [technology intranet](#) to review our technology event support processes (log into your district Google account for access).
2. The requestor must enter a help desk ticket in Incident IQ at least 6 weeks prior for large scale events and 2 weeks prior for small scale events.
3. If an event requires support after the school day or during the weekend, campuses/departments will be required to pay support wages from their budgets.
4. Guests are provided with access to our [guest wireless network](#) if needed.
5. Vendors are not permitted to connect directly to the MISD network without prior approval and documentation from the MISD technology department. Contact the MISD Chief Technology Officer for assistance.