**MCCPTA Committee Work Plan**

**Committee: Celebration of Excellence**

**Acting Chair: James Modrick**

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**Vision**

*How does the work of your committee support the objects and mission of PTA and the focus of MCCPTA?*

* The Celebration of Excellence is our annual culminating event that celebrates the many parent and school system leaders across Montgomery County whose work supports the potential of every child.

**Goals**

*Give a summary statement of your committee's goals for this year. Consider how you will identify attainment.*

* The committee will work hard to provide effective outreach to all PT(S)A's, MCPS staff and community members of Montgomery County to attend the 2019 MCCPTA Celebration of Excellence.
* Ideally it would be nice to have committee members from each area of the county represented.
* Create a fun, affordable and eventful evening.

**Action Steps**

*What does your committee plan to do to achieve these goals? Include plans for meetings, mailings, etc., interaction with other MCCPTA committees, MCPS staff you may work with and in what capacity, other county, state or federal agencies, organizations you may contact as part of your action plan.*

* Determine theme
* Organize task force to plan entertainment
* Work with Awards Committee
* Meet regularly with MCPS TV to plan taping schedule
* Work with MCPS Communication Office to share event details
* Meet with Montgomery College Cultural Arts Center to finalize contract
* Solicit sponsors to help fund the event
* Assemble new invitation and coordinate delivery via Eventbrite
* Find Photographer
* Event Program-complete once award recipients are determined, seek bios and photos, sponsor ads, find printer to produce
* Work with Chartwells Catering via MC to provide food, beverages and cash bar
* Coordinate photos for slideshow
* Work with National or Maryland PTA for induction of officers
* Organize Flag Ceremony with an HS ROTC Program
* Work with Reflections Chair & Membership Chair to showcase winners
* Find Event Host(s)
* Write program outline and contain in binder for host/speakers
* Seek committee of 6-7 to help with duties mentioned above

**Meeting Schedule**

* The Committee will meet 1x a month starting in September and 2x a month starting in January to plan for the May 2020 event.

**Expenses**

* Tickets will be kept to $30 a person
* $30x400=$12,000 Income
* Sponsorship-$8,000
* $20,000=Expenses