**2020-2021 MCCPTA Committee Work Plan**

**Committee: Celebration of Excellence**

**Chair: James Modrick (acting)**

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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 2021 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.*

* Seek committee of 6-7 to help with duties listed below
* Determine theme and re-branding begun in 2019-2020
* Solicit sponsors to help fund the event
* Organize task force to plan entertainment
* Work with Awards Committee
* Meet with Universities at Shady Grove to finalize contract
* Meet regularly with MCPS TV to plan taping schedule
* Work with MCPS Communication Office to share event details
* 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
* Finalize details for food and beverages with the Universities at Shady Grove
* 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 honorees
* Find Event Host(s)
* Write program outline and contain in binder for host/speakers

**Meeting Schedule**

* The Committee will meet 1x a month starting in September and 2x a month starting in January to plan for the May 2021 event.

**Income and Expenses**

* Tickets will be kept to $40 a person
* $40x250=$10,000 Income
* Sponsorship=$10,000 Income
* $20,000=Expenses - $18,500.00 for venue inclusive of catering, AV, and pre-paid parking; $1,000.00 printing; $500.00 for incidentals