

After a year of hard work and improvement, it's important to recognize your teachers and students for the great strides they've accomplished. Celebrating successes and recognizing outstanding achievement further encourages your teachers and staff to continue the upward momentum. A value-added recognition event can provide an opportunity for your district/school to share the great news with a broader audience, strengthen relationships with the community, and inform stakeholders of the TAP System results in increased student achievement and improvements in effective teaching.

This document is designed serve as a guide through the planning and successful execution of an event to recognize and celebrate value-added accomplishments. Below you'll find a list of planning questions/considerations to keep you organized on the day of the event.



Planning Questions/Considerations

1. Who is the targeted audience? (i.e., school faculty, parents, community, school board members, students, media)
2. What is the message to be delivered or taken-away from the event?
3. Who will be the key speaker(s) at the event?
4. What materials will be distributed to the audience?
5. What information will be visually displayed at the event? (i.e., value-added poster, testimonials)
6. When and where will the event be held?
7. Who will organize and set-up the room? (i.e., layout, decorations, equipment needs, etc.)
8. Will refreshments be ordered and served?
9. Will the event be photographed and/or recorded?
10. To whom and by what date will invitations and thank-you cards be distributed?