**Activity #2: Marquee Activity**

**Recommendation:** This activity is recommended for small or large groups. The goal is to solicit creative messages from teachers, staff, or parent leaders to use for the school marquee. Use these messages to build the ***Marquee Calendar*** for the school year.

**Facilitator Preparation:**

1. Complete the ***Upcoming Events*** ***Calendar*** listing. Make copies for each participant. Specific days and times can be altered at a later date. Focus on the event name.
2. Count the number of rows and letter spaces on the school marquee and include it on the ***Marquee Messages Activity*** sheet in the space provided. Make copies for each participant.

**Activity Time Duration:** 15-20 minutes.

**During the Activity:**

1. Participants will need a pen/pencil.
2. Distribute copies of the ***Upcoming Events Calendar*** and the ***Marquee Messages Activity*** sheet to each participant.
3. Ask participants to brainstorm creative messages for three or four upcoming event messages and scribe them on the ***Marquee Messages Activity*** sheet.
4. Collect all ***Marquee Messages Activity*** sheets, review them and select some new, creative messages to include on your ***Marquee Calendar***.

**Sample:** For a marquee with 3 rows and 13 spaces for each row.

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Name** | | **Event Days (if available)** | **Event Times (if available)** |
| Back to School Blast Off | | Thursday, Oct. 14 | 6 – 7:30 p.m. |
| Line 1, 13 spaces | BLAST OFF | | |
| Line 2, 13 spaces | TO A NEW YEAR | | |
| Line 3, 13 spaces | OCT 14 6-7:30 | | |

**Upcoming Events Calendar**

Here is a list of upcoming events. Focus on the name of the event. Dates and times can be easily altered. Use the ***Marquee Messages Activity*** sheet to help create new and exciting messages for the school marquee. Choose three or four event messages to focus on.

**Upcoming Events (edit as necessary, be sure to use the exact name for the event):**

* Enrollment
* Open House
* Porch Visits
* Parent-Teacher Conferences
* Volunteer/Partner Recognition
* Kansas State Assessments
* Grade-level Family Nights
* Transition Night
* Field Day
* Graduation
* Kindergarten Round-Up
* Winter Break
* Spring Break
* Summer Break
* Fall Break
* Music Concerts
* Science Fairs
* Drama productions

**Marquee Messages Activity**

We are building our marquee calendar for the year and we need your input. We are looking for new and exciting messages to put on our marquee. Focus on the name of the event. Dates and times can be easily altered. Choose three or four event messages to focus on.

**Our school marquee has \_\_\_\_\_ rows. Each row has \_\_\_\_ spaces.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Name** | | **Event Days (if available)** | **Event Times (if available)** |
|  | |  |  |
| Line 1: |  | | |
| Line 2: |  | | |
| Line 3: |  | | |
| Line 4: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Name** | | **Event Days (if available)** | **Event Times (if available)** |
|  | |  |  |
| Line 1: |  | | |
| Line 2: |  | | |
| Line 3: |  | | |
| Line 4: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Name** | | **Event Days (if available)** | **Event Times (if available)** |
|  | |  |  |
| Line 1: |  | | |
| Line 2: |  | | |
| Line 3: |  | | |
| Line 4: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Name** | | **Event Days (if available)** | **Event Times (if available)** |
|  | |  |  |
| Line 1: |  | | |
| Line 2: |  | | |
| Line 3: |  | | |
| Line 4: |  | | |