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| **West High School** |  | **8th Grade Family Night @ West Fest** |
| School |  | Event Name |
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**Purpose**

Future incoming 9th grade students and their families were invited to West Fest (a school fundraiser) to welcome them to West High School. The event provided an opportunity for students and families to meet the staff and take tours in a fun, relaxing atmosphere.

**Promotion**

A list of incoming students set to attend West High in the fall was downloaded off eSIS by the 9th grade counselor. Flyers were mailed home. Flyers were distributed through middle schools (labels with school and student name were used to identify who would receive the flyer invitations). Invitations and flyers included an RSVP tear off sheet with options to RSVP by phone or email. The school sent 8th grade teachers in the feeder middle schools a letter inviting them to the event and posters to hang in the classroom. A Parent Link reminder call was made then night before the event.

**During the Event**

* 8th Grade Family Night was held after school, outside and in conjunction with West Fest (a school fundraiser).
* Through promotional flyers and invitations, families were instructed to go to the 8th Grade VIP tent when they arrived at the event.
* Families signed in at the 8th Grade VIP tent. Students were given a scavenger hunt form and a West High lanyard with a VIP tag. This VIP tag indentified incoming students so West High staff could properly welcome them as they saw them throughout the evening.
* The VIP tent had several staff members there to welcome families and serve pizza, cookies and beverages. Food was free for all 8th grade families. When families signed in, they received a “food” card so they could stop by the tent throughout the evening for free food.
* Two Spanish interpreters helped at the event. One interpreter stayed in the tent to help greet families and answer questions and another interpreter assisted the 9th grade counselor on the school tours.
* The scavenger hunt consisted of signs with five important facts about high school. The signs were posted throughout West Fest. Students were asked to walk around and find the five facts and write them on their scavenger hunt card. They could turn in a completed scavenger hunt card in the VIP tent for a prize.
* School tours were held twice during the evening approximately one hour apart. Families met up at the VIP tent and the 9th grade counselor guided the 30 minute school tours.
* Information packets were given to each student that included information about high school and specifically West High (West High Academy brochure, Transition to High School 101 flyer, Don’t Stop Now, High School Family Engagement Flyer, and 2010-2011 district calendar).