Notes for Graduation Parking (things I learned after 2013 graduation)

**Parking:** Print 200 passes. Bright color – and put a green stamp on the corner so people can’t reproduce them. There are 200 spots in the lot. (\* Last year I did notice we could have easily squeezed in about 10 more spots) Start a spread sheet and keep track of names, emails, # or parking spots requested and whether they’ve paid for them (I gave them a few days to either send a check to the school – PTSA graduation parking) or at senior tea they pay right at your table. When they are gone, their gone.

**Disabled Parking:**

Print about 30 Disabled Parking Passes – bright color but different than regular parking (you may need to print more) – give most of these to Christy Wright who deals with the disabled (handicap) parking. They have to show their government issued placard to get the disabled pass. The Disabled Parking is in the back lot and PTSA does not have much to do with it. The school district transportation guys are in charge back there.

**ASB Parking:**

Sell spots at the ASB Auction. I think they were $20 last year. Mark off a section close to stadium in main lot for these spots. Mark tickets with something so you can differentiate them (different color? Subtract from the 200).

**Shuttle buses and shuttle stops:**

The school district folks – Jim Garhart and Carl Larson deal with this part too. Usually a meeting is arranged a few weeks before graduation to discuss details. Last year worked well. The bus lane was used as a drop off zone. The shuttle busses dropped folks at the corner by the baseball field.

N**otes taken from last year:**

Have big signs – A boards if possible pointing to drop off area – bus lane. Jim Garhart may be able to provide these.

Have a policeman stationed out front to help with any sass. Also have someone out front to answer questions.

Ask folks to place the parking passes on their dashboard before they enter the lot (you could put that in an info email).

**Have at least 5 solid volunteers helping:**

1 for drop off area

2 out at entrance

2 in lot

Email worked well for selling tickets. I put notice in the pawprint and had Christy Wright put it on the school website to contact me to get parking tickets. I sold at least half of them by email communication and they mailed checks to the school. I collected them every week from the PTSA box in the copy room. Have a table at senior tea set up to sell parking tickets. Have at least 2 folks working the table – it will be busy. Keep track of who buys tickets and how many you have left (make sure you don’t give away tickets that folks have paid for but not picked up). Also some folks will have already paid for their tickets and will just be picking them up – have the spreadsheet with that info ready. I put tickets in envelopes with names on them in the main office for folks to pick up if need be.

Feel free to ask me more if you need to.

Good luck!

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