

Planning Committee Debrief/Feedback

What went really well in your area(s)?

General Feedback

Attendance, Keynotes, recognitions, sessions, diversity of sessions quality of sessions, CABE leadership.

Sessions and schedule.

Number of workshops offered and variety, Parent center was great, keynotes were excellent, lunch awards ran smoothly and on time, membership event was great- Good Band!!

All the programming during the general sessions went trouble-free, All CABE support teamsters were amazing accommodating and solving last minute issues with such positive attitude. Printing out the 5000+ badges without glitch or meltdown was truly awesome. Hired right people to build things, Dan Connelly's group seemed they got things done well, effectively, and with positive attitude. Committee members understood what tasks were being expected so I saw multiple committees simultaneously getting their parts done. The reminders and spacing out the meetings definitely attributed to this understanding.

Keynote speakers were great! Workshops and sessions ran very smooth with a variety of many different topic options available. Student volunteers were extremely helpful and provided excellent guidance to the attendees. Parent award recognitions. Translation services.

Identify first time attendees, an at-a-glance map/info, in regards to the sched app people thought they reserved a spot when they created their schedule,

College Campus Visits

The CABE staff was extremely helpful.

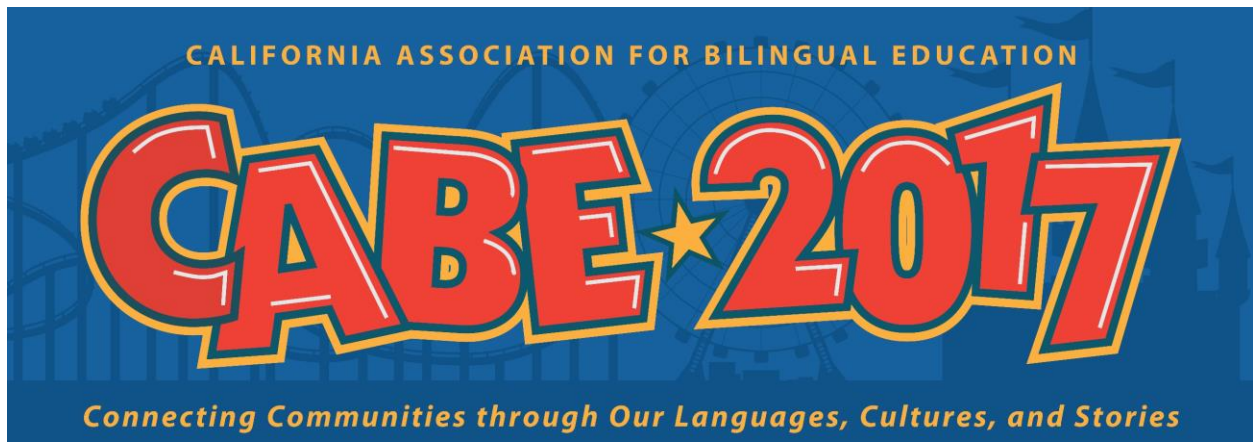
Parent Center

Parent attendance was very good. Food vouchers were appreciated. Having CABE Board welcome parents was a great idea! Banner with "hand messages" was nice.

Plenty of volunteers, beautifully decorated, warm and inviting, great parent showing, empowering

School Site Visits

Went well working alongside Long Beach USD veteran committee member was incredibly beneficial. Cross-collaboration opportunities between districts was a critical piece.



Planning Committee Debrief/Feedback

What went really well in your area(s)? (cont'd)

Student Entertainment

Great performance ensembles and opportunity to meet great people.

The preparations for the student entertainment were challenging. The coordination of space and timing with backstage needs were the biggest hurdles. I think this goes to mind set of student performers as being "an event" in and of itself vs. an add-on. I think less is more in this department. Communication between backstage support that can confirm staging needs, equipment, speakers, etc.

Main stage entertainment: microphones were an issue as they are not always requested when needed. Committee members should coordinate/meet with CABE Event Team/Protocol prior to the conference to address staging needs.

Translation/Interpretation

Translation coordination ran smoothly, what a great opportunity to have so many languages available.

Went very well and ran smoothly. Volunteers were amazing. CABE staff very well prepared and went above and beyond. The venue was good. Great communication, great planning session prior to the conference. Interpreters table and parent registration was good.

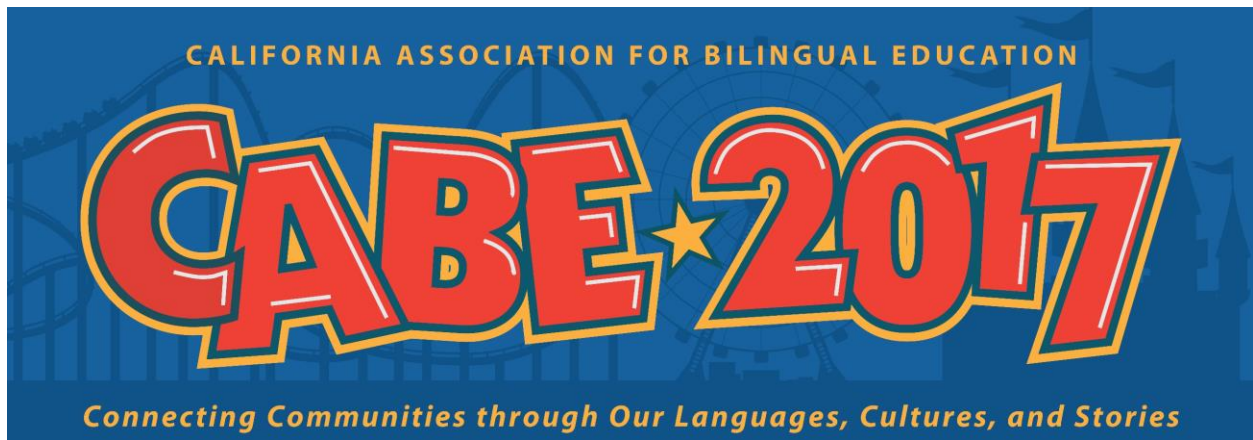
Two-Day Institutes

Working together with the LAUSD team led by Kate Sohn to be of service during the 2-Day institute organized by Marcia Vargas. Opportunity to meet with Marcia prior to the registration on the day of the event.

Marcia's guidance and support, organization and registration preparation.

Volunteers

Enough volunteers even when some did not show up, we had the High school's students helping. Printing of badges went smoothly without a glitch.



Planning Committee Debrief/Feedback

What challenges came up?

General Feedback

The venue may have been too small for the number of participants.

Check in took longer than expected, need more help at check-in booth

Too crowded/too many event in too small of location. Registration confusions especially when issues arose. The student writing scoring done electronically was a disaster! Maybe first electronic and 2nd round as a team. Workshops full, had to stand in several lines to figure out where I needed to go.

We needed a bigger venue, participation beyond our expectation, Hilton had bad phone reception, some of us were hard to reach via cell phone.

Many of the rooms were a bit small and not enough people were able to attend some of the workshops.

College Campus Visits

Not having detailed templates of the planning as samples. Not having velar guidance at first about who pays for bussing or parent lunches.

Student Entertainment

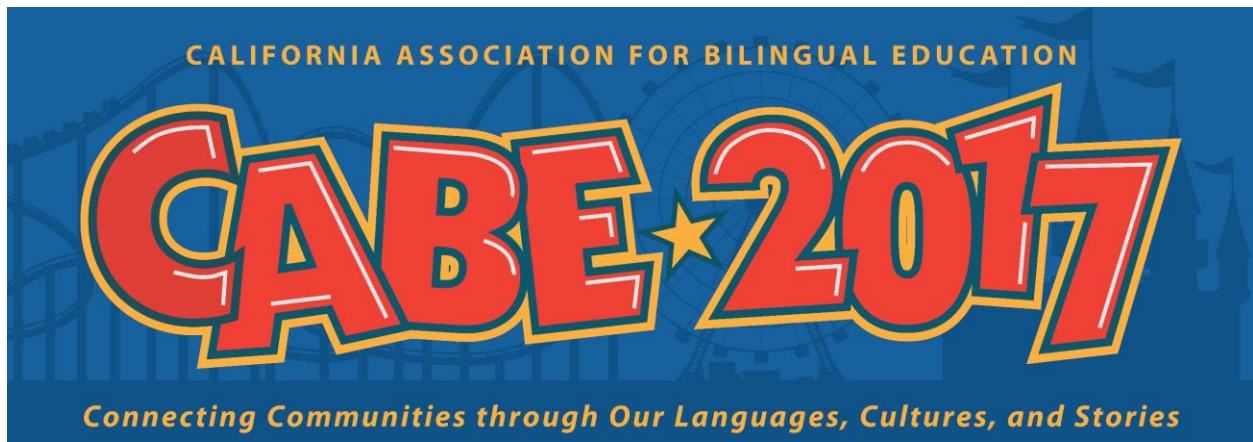
Lack of clarity on performance parameters led to challenges with specific ensembles and directors that were unhappy with the experience. Gathering information not included on applications made a lot of work for the committee. Timeliness in response to questions was a challenge. Communication between CABE, hotel staff and entertainment committee was difficult to coordinate in regards to logistics.

Letting them know if they are background info or spotlight? Give them an opportunity to have or reserve their last song for "favorite" or "best song" for a spotlight moment

Parent Center

Having a parent center in a separate location made it difficult to navigate and participate. No WiFi at Hilton. Parking was an issue. Big focus on Spanish speaking community but there were many other languages. Repeating orientation to allow other parents to participate.

The room was too small for such a great turn out. For me specifically, I would have loved to have been part of the entire process from inception. It was difficult to join at the end. (not CABE's fault☺)



Planning Committee Debrief/Feedback

What challenges came up? (cont'd)

Translation/interpretation

Small rooms for parent sessions, parents couldn't listen to sessions and were frustrated. Next time please add a large sign where interpreters are located. (interpretation sign)

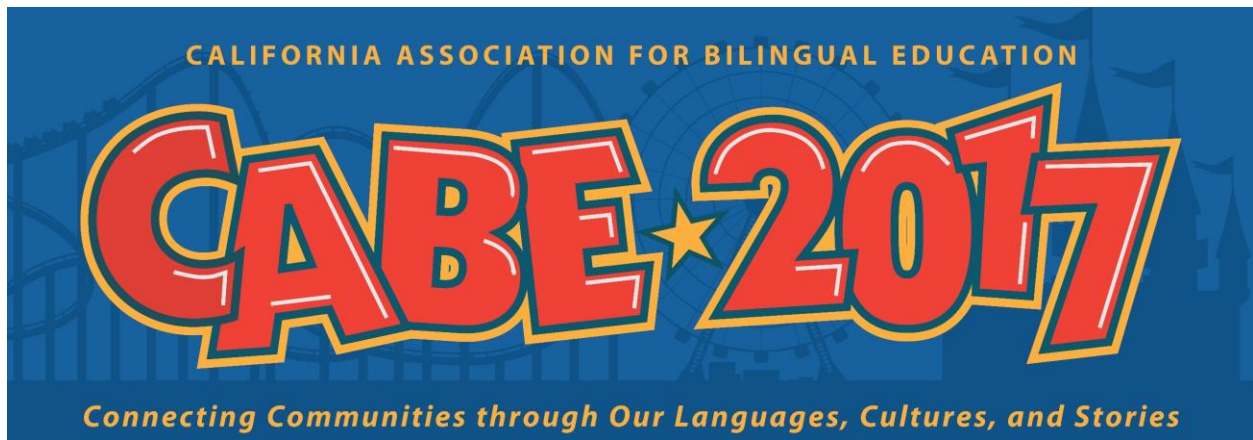
Two-Day Institutes

Registration for the 2-day institutes was a challenge for many participants as the 5 workshops were not located close to the registration area.

Location of registration, the confirmation printout from CABE was confusing because it listed both 1st and 2nd choices, rather than only the choice which was assigned. (Participants had no idea which of the 2 was assigned.)

Volunteers

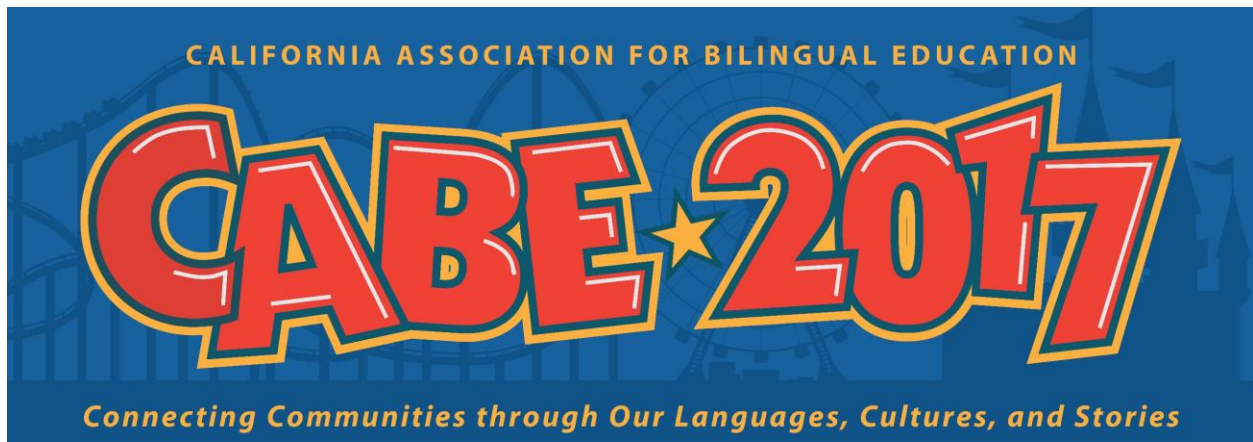
Too many last-minute changes on volunteer assignments and registration.



Planning Committee Debrief/Feedback

What ideas do you have to help CABE and the planning committee make things run more smoothly for next year?

- Provide training to volunteers so they're familiar with the conference and the purpose of their role.
- Make program easier to follow.
- Larger room for Parent Center!
- Restructure entertainment application to clarify space, parameters, performance environment.
- Consider ways to decrease planning committee meeting commitment times as it was challenging to spend so much time out of the office.
- Having a detailed before event and day of To-Do list with a clear objective of college campus visits.
- It would be helpful if our planning committee meetings were shorter.
- I think having a backstage designee involved in planning committee would support seamlessness logistically.
- Communicate with all committees on their responsibility not only to recruit volunteers but to be available (as a committee member) on that day to guide and instruct volunteers.
- provide more personnel to give information, and create big maps to post in every corner.
- Since emergencies come up, it may be a good idea for there to be someone else besides Jan to approve the press releases.
- Volunteers to help at check0in booth.
- Keep registration areas together-I had a hard time figuring out where to register as a committee member and presenter.
- Larger capacity location where there aren't simultaneous events happening.
- Every PC meeting was very well organized and we can see the organization and event forming before our eyes. I think it is fine how it was this year. I would like to continue to have the Co-Chair meeting together with the committee member next year also.
- A larger room for the parent center would be great. Every year the parent center attracts a larger audience. It would be nice to have a larger room for the workshops with a greater seating capacity.



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What ideas do you have to help CABE and the planning committee make things run more smoothly for next year? (cont'd)

- To the extent possible, have all 5 2-day institute workshops close to each other and the registration.
- Have registration for the 2-day institutes either by room or if all the session rooms are close together, a central location to those rooms.
- The confirmation letter for the 2-day institutes should ONLY list the workshop for which they are confirmed not the one that they requested, but did not get.
- The decorations committee should not provide decorations that plan to take back to their district to sell.
- Volunteer meeting prior to the conference to discuss protocols of the different areas. Leads for various areas should also be in attendance.