

Dream Team Logistics: Criteria for Success

Set-up/Tear-down:

- Space set-up (classrooms, waiting area, etc) criteria are clearly defined - those involved in set-up can execute roles with minimal instruction/troubleshooting.
- R&R and timeline for set-up clearly defined - all stakeholders understand their role in set-up/tear down and plans allow for space to be fully set-up 30 min in advance of the first meeting
- R&R for tear down are clearly defined - and plan allows for school to be “next morning ready” before staff leave for the night.

Dream Team Member Experience:

- There is a clear flow for where dream team members go and what they do from the time they arrive to the time they depart
- Family-Friendly upbeat Music is playing when dream team members enter to create a special, positive & welcoming environment that starts the event on an upbeat note.
- Dream team members are greeted with professional branded signage in bright colors aligned to the school that says “Welcome Families & Dream Team Members” or something similar.
- Additional Directional Signage is clear to help Dream Team members find bathrooms, classrooms or other spaces in use for this event. Any temporary signage should still be professional looking- printed with school logos and neatly taped to walls or bulletin boards.
- Dream Team meeting area is decorated with balloons or other decor that match school colors
- There is Dream Team “Photo Backdrop” or designated location for Dream Teams to take photos together in front of

Resource: Exemplar Look & Feel Photos [here](#)