



3217 W. Wilson Rd. Harlingen, TX 78552
 956-427-3571 • www.hcisdpac.org

PAC Promotion Scheduling and Event Policies

Scheduling

- All scheduling for elementary promotions will begin on a designated day and time each year. No campus will be allowed to schedule prior to the reservation start time. Reservations will be accepted up to two weeks after the start date.
- During the designated days set aside for promotions, (2-3) time slots will be made available.
- Each campus will be allowed to reserve only (1) time slot during the two-week sign-up period.
- Scheduling will be done on a first-come-first serve basis using a dedicated online schedule system.
- ***After every school has had an opportunity to make reservations, left over time slots may be booked beginning September 1st on a first-come-first-serve basis.***

Event Policies

- All events must take place within the time frame set aside for each campus. E.g. For a 9:00 AM start time, it is necessary for the PAC to be vacated at 10:30 AM to prepare for the next event.

7:30 AM	Setup
8:30 AM	Public allowed in auditorium
9:00 AM	First Event start time
10:00 AM	
10:30 AM	Load out
11:00 PM	PAC Cleanup
12:30 PM	Setup
1:30 PM	Public allowed in auditorium
2:00 PM	Second Event start time
3:00 PM	
3:30 PM	Load out
4:00 PM	PAC Cleanup
4:30 PM	Setup
5:30 PM	Public allowed in auditorium
6:00 PM	Third Event start time
7:00 PM	
7:30 PM	Load out



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- We ask that each campus provide of least one (1) person to monitor gifts and balloons at designated tables in the lobby and at least one (1) person to ensure aisles and entranceways are kept clear to abide by local safety rules. The maximum seating capacity of the PAC is 951 so it is important that overflow patrons be held in the lobby and not allowed to obstruct aisles and entranceways. To ensure the safety of HCISD students, at no time are parents allowed on stage.
- The stage layout will remain setup in a standard layout for all promotions (as seen below), with the number of chairs needed pre-set. If you require any setup beyond the standard setup, we ask that you arrange them as desired during the setup and reset the layout post-promotion.



- Please remind your staff and faculty about the PAC policies on food and drinks. These policies apply to all personnel and are available for reading online under the *resources* tab at www.hcisdpac.org.
- Due to the tight scheduling in April and May, there are no allowances for scheduled rehearsals with students. Please plan on doing these at your campus.
- A designated day has been set aside from 8-11:30 AM and 1-4:00 PM on **April 25th 2018**, in which we invite all elementary campus representatives to come in and plan their preparations for May. **No reservations needed.** These are open walk-throughs, so please plan on attending or sending a representative. PAC personnel will be on hand to discuss all preparations necessary.