

# OTHER PLANNING SUGGESTIONS

## Celebrate Life!

This handbook on planning post prom/graduation events was developed by the Virginia Department of Education. Your previous coordinator may have a hard copy to pass onto you. If not, copies are available online at [http://www.doe.virginia.gov/support/prevention/drug\\_use/index.shtml](http://www.doe.virginia.gov/support/prevention/drug_use/index.shtml); scroll down to the link Celebrate Live. Contact phone: 804-225-2910.

## Record Keeping

Important for your information and to complete MCPP/G evaluation forms. If you need help setting up a record keeping system, contact your team leader or MCPP/G officers.

## Food

- ❑ The items below are solicited by MCPP/G. **These businesses have expressed concern when individual schools also contact them.** Please allow MCPP/G to apply for these on your behalf.
  - Domino's pizza –If able, 1 coupon for free pizza for every 20 seniors (coupons for use as prizes only).
- ❑ See Celebrate Life for suggestions on times and serving of food. Refer to web site: [http://www.doe.virginia.gov/support/prevention/drug\\_use/index.shtml](http://www.doe.virginia.gov/support/prevention/drug_use/index.shtml); scroll down to the link Celebrate Live.
- ❑ Ask parents to bring food contributions to the event location, if possible, on the day of the event.
- ❑ Ask local merchants for food contributions (buffalo wings, bottled water, Danish pastries, cookies, etc.). Sharing of ideas and discussions take place at the MCPP/G meetings.

## Fund raising ideas

- ❑ Sell Tickets to the students for the Post Prom
- ❑ Monetary donations from parents. Mail a fund raising letter to parents of seniors. Send a separate letter to parents of underclassmen.
- ❑ Fund raising letter in the school and/or community newsletter
- ❑ Gift basket raffle at sports events
- ❑ Host rival school faculty basketball game
- ❑ Local restaurant school night
- ❑ Bake sales
- ❑ Booster Club
- ❑ Fruit Sales
- ❑ Community donations
- ❑ Homeowners' Associations
- ❑ Area merchants

- ❑ Local feeder school's PTSA
- ❑ Alumni of your school
- ❑ Jaycees, Rotary Club, Key (Kiwanis) Club  
Opportunity to share and discuss at the MCPP/G meetings
- ❑ Car Washes
- ❑ Raffles
- ❑ Neighborhood Fire Departments
- ❑ Neighborhood Churches

## Prizes

- ❑ Individual restaurants and local businesses
- ❑ Parents can pool their resources and donate a door prize
- ❑ Wrap prizes for a surprise factor
- ❑ Bundle smaller donations for a bigger prize (a road trip, a beauty basket, an automobile basket, etc.). The prize table can be a source of much interest to event goers.
- ❑ Some schools award prizes to seniors only while most schools have prizes for all attending with the grand prize(s) for only seniors – usually at the end of the event.
- ❑ Most schools give prizes every half hour.
- ❑ A prize board works well for most schools.
- ❑ Texting to the winner. This would require getting phone numbers of attendees.
- ❑ Some schools use an underclassman (community service hours given) to be a prize runner. They carry a board throughout the location announcing the names of the most recent winners.
- ❑ Solicit and collect potential prizes early.
- ❑ If you buy prizes, take advantage of rain checks for items that would make good prizes but might be sold out.

## Sign-in/sign-out Sheet Coordinator

- ❑ This is an important task and is required by MCPP/G.
- ❑ See separate section on this.

## Volunteer Duties

Ideas on how to get volunteers? Pray! Ask people on planning committee to find a few people who would be willing to help, appeal in the school newsletter or web site, letter to parents asking for specific help, contact volunteers from previous year and beg or plead, arrange for a volunteer sign in which can be used for the next year event, volunteers can bring a friend or two to help, reach out to service organizations such as Rotary Club, Knights of Columbus, church groups, invite teachers to participate, solicit a high profile parent, check with principals to see if they have a pool of reliable volunteers, timely and frequent email or online appeals, back to school nights or all school functions

Be prepared to share your expectations with all of your volunteers. It is helpful to have a meeting in advance of the event at the facility you will use. On the night of the event have a

job list informing the volunteers where to report and at what time. Some schools also list the rotation of duties and distribute that list to volunteers as well.

## **Publicity/Fundraising**

- ❑ Letters to businesses, newspaper ads and announcements at stores and restaurants
- ❑ Letter in PTSA newsletter
- ❑ Letters may need to be followed up with a personal phone call
- ❑ Supporters may be acknowledged in event programs, posted at the event, posted in parent and student newsletters
- ❑ Maintain good communication with event committee
- ❑ May have an opportunity to develop potential contacts for the next year
- ❑ Local papers may be agreeable to posting the list of supporters. This may be as an in kind service or a fee may be charged. If in kind then be sure to include them in the acknowledgment.
- ❑ Publicize the source of grant money: MCPP/G as well as grantee organization

## **Vendor Contract**

Discuss all aspects of your contract(s). Make sure your vendor understands the correct date for your event, remember, the date changes after midnight. One suggestion is to always include your prom date, for example, showing your event as May 9/10. If using public school account, contracts must go through the Business Manager and be approved by the Principal. Your vendor should provide a copy of their liability insurance certificate. Be sure to ask for it.

## **Who is invited?**

Establish a policy that clarifies who is eligible to attend the post prom event. Check with your administration on situations such as unpaid obligations, out of school guest, underclassmen, etc. If distributing tickets before the event, be sure that those people distributing the tickets are clear on the policy.

## **Decorations**

Make up in advance and deliver to location in advance of event if possible.  
Make a plan in advance for disposal or storage after the event.  
Some schools have used the decorations as part of the door prizes.  
Decoration can be shared: with other post prom events, with cluster feeder schools for a special dance or event, or with the MC Recreation Department or other youth service provider in your community.

## **Security and Safety**

Even though Montgomery County Department of Police has been able to arrange to have a minimum of two (2) officers at each event, you must make additional arrangements for security other than your parent volunteers. The police officers will leave if there is an emergency elsewhere, or if they must take an offender to the detention center. A suggestion would be to hire your own school security personnel for the night or hire an off duty police officer that you may

know. Your school security team DOES NOT need to contact the police department. Be sure you notify your school security that MCPP/G will handle the arrangements.

Know what your emergency evacuation procedures are. Be sure your volunteers know, too. See the Safety and Security chapter for more details.

### **Clean-up Committee**

Many schools have found it beneficial to have a separate committee for clean up after the event. Many parents prefer to come at the end of the event rather than chaperoning. Parents who have chaperoned may be too tired to help much with clean- up.

### **Thank You and Other Follow-Up Correspondence**

It may help to have someone in charge of writing all of your thank-you notes. They can help the Publicity committee with the public acknowledgement/recognizing support aspect of your event. This could be an article in the parent newsletter, certificate of appreciation to donors , etc.

### **Follow-Up survey**

Some schools have surveyed students in class after the event to ask what they liked and/or why they came, did not come, etc. Please share the results with MCPP/G. Check early with the administration about conducting this survey.

**HAVE A GREAT EVENT!!!!**

# SAMPLE JOB DESCRIPTIONS

## Post-Prom Coordinator(s)

- ❑ Be present at Back-to-School night with advertising.
- ❑ Recruit subcommittee chairs who will make up your Post Prom Committee.
- ❑ Meet with your committee in October to establish time line, procedures, volunteer needs, etc.
- ❑ Reserve location for the post prom event; handle all communications/contract matters with site representative.
- ❑ Establish October/November date for first parent volunteer meeting. Coordinate with PTSA Membership to have Post-Prom Event listed on the membership form as an activity for which parents can volunteer.
- ❑ Meet with Senior Advisory Board before November meeting to determine theme for the party.
- ❑ Obtain liability insurance coverage for the event. (Purchasing a rider on the PTSA policy is an option).
- ❑ Arrange for hiring school security staff to assist with your event.

## Post-Prom Subcommittee Chairs

### Volunteer Coordinator

- ❑ Maintain list of volunteers from PTSA Membership forms, back to school night sign up efforts, and word-of-mouth.
- ❑ Contact all volunteers and provide appropriate sub-committee contact.
- ❑ Be prepared to give examples of what kind of help is needed and committee choices

### Treasurer

- ❑ Maintain records of Post Prom finances
- ❑ Perform bank transactions including opening the account, making deposits, and writing checks.
- ❑ Know the account Federal Identification Number as this is often needed when participating in MCPP/G reimbursement grants.
- ❑ Maintain close communications with Fundraising Chair.
- ❑ Provide committee with budget updates at monthly meetings.
- ❑ Notify Fundraising Chair of any donations received directly by Treasurer so thank you letter can be sent (business) or name can be included for newsletter (parent/individual).
- ❑ Suggested strategies regarding location of post prom accounting. Move your account out of PTSA, but make it a separate account with in the school, the business manager can help with this, it remains in the school, but not under the control of PTSA. Threaten the PTSA to call your post prom contributors and let them know what will be happening to their contribution. This money is raised for a specific activity not for the general funds of PTSA, etc.
- ❑ Partner with a teacher who would be responsible as the treasurer
- ❑ The grants we (MCPP/G) write on behalf of post proms **is-are** designated for post prom activities, not PTSA funds.

## Publicity

- ❑ Design a logo reflecting the theme for use on flyers, letters, etc. optional
- ❑ Fall PTSA newsletter should have the first advertisement with date, time, and place for the first parent volunteer meeting.
- ❑ All subsequent PTSA newsletters should have advertisement for volunteers and/or donations. Donation ads begin to appear after Fundraising Chair has sent out appropriate letter to parents. Names of parent/individual donors should be obtained from Fundraising and published in newsletter.
- ❑ Prepare some type of signboard to display at all the fall PTSA sponsored parent meetings, which would have a flyer for parents to take or fill out on the spot.
- ❑ Contact the high school faculty member serving as Senior Advisor and request time to speak at the end of the meeting of senior parents (usually early January but can be as late as February).
- ❑ Request an article be done for the school newspaper.
- ❑ Contact the Gazette to inquire about their doing an article on post proms.
- ❑ Enlist the help of the Senior Advisory Committee to make and put up posters at the school, possible mural in the cafeteria, announcements over the PA system, buttons for teachers to wear, etc.
- ❑ If desired, design/order decals or certificates to send with letters of appreciation to donors.
- ❑ Design and produce program for the night of the party. A benefit is that students receive a general overview of all activities offered, reducing the risk of missing something, time lines for special features could be incorporated.
- ❑ See SAMPLE letters on pages 37, 38 and 39 for reference.

## Fundraising

Be sure you know which businesses are solicited by MCPP/G. **AVOID** contacting these businesses.

- ❑ Produce and send letters to parents and local businesses requesting donations. Labels for high school parents are available through the school office, provided you request them one week in advance.
- ❑ Organize and carry out necessary fundraiser event(s).
- ❑ Coordinate information with Prize Committee.
- ❑ Maintain solicitation list for businesses and send out thank you letters.
- ❑ Forward names of parent/individual donors to Publicity so they can be included in PTSA Newsletter.

## Prizes

- ❑ Verify with MCPP/G Liaison what prizes they will provide.
- ❑ Provide central location for donated items. Coordinate pick-up and drop-off.
- ❑ Maintain list of contributors and cross match with Fundraising Chair.
- ❑ Label and prepare prizes for giveaways.
- ❑ Coordinate with Activity Chair to determine which activities if any would earn prizes at the end of the event (i.e. guessing games, casino winnings).
- ❑ Plan procedure and oversee prize distribution at the party.

## Decorations

- ❑ Create according to the theme. Remember that the kids are only there from 1 am – 5 am. Don't overdo it.
- ❑ Plan and gather/construct decorations. You may want to have several workshops in the preceding weeks to assemble parts to be installed the night of the event.
- ❑ Coordinate with Sign-In Chair for entryway design and set-up, including the need for alphabet signs.
- ❑ Coordinate with Activities for any special needs.
- ❑ Coordinate with Clean-Up Committee on disposal of all decorations and props at end of the event, or plan to have one committee member present during the clean-up period for this purpose.
- ❑ Some schools have incorporated the decoration as a prize, releasing the decoration at the end of the night.
- ❑ Decoration can be shared: with other post prom events, with cluster feeder schools for a special dance or event, or with the MC Recreation Department or other youth service provider in your community.
- ❑ Set up decorations during the evening prior and the day of the event.
- ❑ Provide directional signs at stairwell doors, halls, etc.
- ❑ Post adequate signs to inform where food may or may not be taken – coordinate with Food Chair or site representative.

## Food

- ❑ Solicit food items from parents and businesses. Coordinate with MCPP/G.
- ❑ Organize pick-up and receipt of donations.
- ❑ Supervise set-up, serving, and breakdown. Work with site representative.
- ❑ Coordinate with Decoration Chair for table decor, etc.

## Activities

- ❑ Obtain bids from vendors. Contact previous year's Coordinator for feedback on individual activities, or review historical materials if available
- ❑ Attend the Vendor Fair sponsored by MCPP/G in November/December. Fair coordinator will have the details.
- ❑ Sign contract with chosen vendor(s).
- ❑ Review "Celebrate Life" book and advisory resources for other activity ideas (photo buttons, time capsule, graffiti wall, guess the number of candies/whatever in the jar, etc.), and collect all necessary supplies. Insert web address:  
[http://www.doe.virginia.gov/support/prevention/drug\\_use/index.shtml](http://www.doe.virginia.gov/support/prevention/drug_use/index.shtml); scroll down to the link Celebrate Live.
- ❑ Coordinate with Chaperone Chair for activity assignments
- ❑ Plan the layout for all activities at the site.
- ❑ See Page 44 – Activity Survey – for more ideas.

## **Chaperones**

- ❑ Obtain names from Volunteer Coordinator. Recruit additional people when necessary.
- ❑ Meet with site representative in the spring (when Post Prom committee tours site).
- ❑ Obtain maps and identify chaperone positions (physical locations as well as activity supervisors).
- ❑ Meet with chaperones once before the party night at the site and again just before the party begins to outline responsibilities, acquaint with facility, and advise of policy issues. Assign chaperones to specific exits.

## **Sign-In/Sign out Tables**

- ❑ Obtain senior (and junior) class list from high school office, and make multiple copies – ask early in the year.
- ❑ Organize sign-in procedures on how students are to sign-in and sign-out at the event.
- ❑ Coordinate area set-up with Decorations Chair.
- ❑ Coordinate with Chaperone Chair to assign people.
- ❑ Coordinate information with Security, and be advised of policies regarding admittance and departure.
- ❑ Collect all sign-in sheets at the end of the event and return them to your Post Prom Coordinator.
- ❑ Establish guidelines on admittance and departure, inform persons at sign-in tables.
- ❑ Consult with the county officers on procedures for handling alcohol or drug situations, and be sure all adults are clear on what to do.
- ❑ Know and review your school's alcohol and drug policy and procedures.

## **Clean-Up**

- ❑ Coordinate crew for clean up after the party (4:30 a.m. to 6:00 a.m.).
- ❑ Consult with Decorations on disposal of all decorations and props.
- ❑ Coordinate with Activities on disposition of any non-rental activity items.

## **Thank You Notes**

- ❑ Notes need to be written to all those who have donated prizes and money.
- ❑ Parent donations can be acknowledged in your PTSA Newsletter and/or website.