

ALL NIGHT PARTY COMMITTEE RESPONSIBILITIES

The following is a basic idea of what is expected of our Committee Chairpersons. In addition to the specific items, each chairperson will be expected to attend all meetings, or arrange for someone else to be present and report back to them. Each chairperson is also expected to compile a final report and submit it to be used as a reference for future parties.

General Chairperson(s)

- Conduct meetings
- Assist with coordination between committees
- Promote communication between committees
- Construct and distribute agendas
- Advise and assist as needed
- Act as a liaison to school administration and staff
- Oversee development of evening schedule
- Assist with development of budget and follow-up
- File Building Use form for all areas

Secretary

- Take minutes at meetings
- Type, copy and distribute minutes
- Copy and distribute general correspondence
- Provide attendance sign up sheet for each meeting
- Collect contact information for attendees
- Send out meeting reminders to senior parents
- Ask the school office if "Robo" calls can be made to remind Parents of meetings

Decorating

- Solicit volunteers and form committee
- Develop party theme proposal for areas and Extent of decorations
- Research and present cost estimate for group approval
- Procure decorating materials and supplies
- Determine locations of and supervise work sessions
- Schedule and supervise all decorating before party

Entertainment

- Research available entertainment and games
- Present proposals & costs to group for approval
- Issue contracts and arrange for delivery
- Obtain Building Use Forms from the school secretary
- Coordinate payments and deposits with Treasurer
- Coordinate schedule of event times with Security/Volunteer Chairperson(s)

Treasurer

- Track and report on both expenses and budgets
- Distribute treasurer report at meetings
- Coordinate payments with school bookkeeper
- Maintain list of student names who have paid. Give a copy To Bag Room chairperson and Security chairperson

Donations/Prizes

- Solicit prizes and cash donations for raffles via verbal and written requests
- Solicit coupons and items for bags (i.e. bowling, car wash, pens)
- Issue letters of appreciation to contributors
- Handle prize distribution the night of the event
- Provide supervision of "Prize Room"
- Acquire list of students who have paid from Treasurer

Bag Room

- Each student will have a number written on their hand that will correspond with a bag in the Bag Room. No students will be allowed In this room during the evening
- Solicit donation of large paper shopping bags, with handles
- Provide supervision of "Bag Room"

Security/Volunteers

- Solicit volunteers for committee
- Acquire list of students who have paid from Treasurer
- Consolidate list of parents contacted and areas for which they are willing to work
- Distribute list of volunteers to committee chairpersons
- Coordinate schedule of event times with Entertainment

Chairperson

- Monitor and arrange for follow up calls to volunteers
- Ensure there are monitors/parents at all exits/entrances; bathrooms
Front door/lobby area during the evening
- Provide name tags for all volunteers
- If a student has not arrived by 10:00 p.m., calls must be made
To parents to find out why
- Arrange set up and clean up

Video/Photos

- Send out letter to senior parents requesting their child's baby photos
- Make a video/slide show with music to be played in the cafeteria
the night of the event
- Coordinate display of photos along main hallway with Decorating
committee

Food/Refreshments

- Solicit donations from businesses
- Solicit parent volunteers to assist with set up, food pick up,
deliveries, preparation, serving and cleanup
- Schedule and supervise volunteers night of the event
- Purchase all needed supplies

Senior Gift

- Research and present senior gift options prices
- Order the senior gift, coordinate payment with Treasurer

In short, this is truly a parent project, which relies very heavily on each chairperson and committee completing their assignments on time. The budget constraints dictate that we solicit and receive as many cash, prize and food donations as possible. Most importantly, our success will depend on the amount of parent volunteer support we can gather.