

# Grad Night Committees

06/21/08

## ☐ **Steering Committee**

Coordinates, plans event, and works within budget following Grad Night guidelines. Responsible for all committees.

(3 co-chairs)

## ☐ **Treasurer**

Responsible for the financial bookkeeping, following Grad Night guidelines. Works with steering committee and PTSA Treasurer to ensure that timely deposits and payments are made.

(1 chairperson)

## ☐ **Admissions and Bids**

Handles sale of bids for the Grad Night. Works with Treasurer to ensure timely deposits of incoming bid monies. Handles bid sales night of party.

(2 co-chairs)

## ☐ **Contracts**

Has legal knowledge and reviews all contracts.

(1 chairperson)

## ☐ **Publicity**

Promotes this event to encourage 100% class participation by writing Gazette articles, flyers, posters, and other announcements.

(1 chairperson)

## ☐ **Communications**

Sends Blasts and updates website to keep parents informed.

(1 chairperson)

## ☐ **Transportation Coordinator**

Works with bus company to provide transportation. Develops and coordinates student bus loading and unloading plan with check-in/out committee.

(2 co-chairs)

## ☐ **Check-In and Check-Out**

Plans the check-in and check-out procedure at Homsted and venue. Coordinates storing student personal items at venue and makes sure all student items are removed.

(2 co-chairs)

## ☐ **Memory Wall**

Gets pictures of seniors. Organizes and sets up collage area. Coordinates removal of memory wall at end of Grad Night.

(2 co-chairs)

## ☐ **Fundraising**

Organizes and runs a variety of fundraisers to help fund the Grad Night.

(2 co-chairs plus subcommittee co-chairs for each fundraiser)

## ☐ **Donations**

Solicits donations from merchants. Sends letters, makes phone calls, writes thank-you notes. Donor lists and form letters are available.

(1 chair)

## ☐ **Prizes and Favors**

Obtains all prizes and favors.

(1 chairperson plus subcommittee co-chairs)

## ☐ **Volunteer Coordinator**

Finds volunteers. Organizes all volunteer slots for the party and notifies volunteers of assignments. Coordinates chaperones for the buses.

(2 co-chairs)

## ☐ **Activities/Entertainment**

Works with steering committee for all contracted and non-contracted activities and entertainment including casino and fire pit.

(2 co-chairs plus subcommittee co-chairs for activities)

## ☐ **Decorations**

Coordinates decorations for Grad Night. Coordinates removal of decorations at the end of Grad Night.

(2 co-chairs)

## ☐ **Parent Room and Quiet Room**

Coordinates set up and clean up of student and parent rest areas.

(2 co-chairs)

## ☐ **Food**

Works with entertainment committee to coordinate additional food (e.g. Jamba Juice), and parent room food. Coordinates clean up of brought in food on Grad Night.

(1 chairperson)

## ☐ **Memory DVD**

Coordinates photos and video of senior events. Creates a memory DVD.

(1 chairperson)