



### Halftime Check List

- \_\_\_ Arrange for preferred seating at game
- \_\_\_ Make “reserved” signs, plan on balloons, crepe paper, etc for reserved seating area
- \_\_\_ Assign one (or more) persons to show up at game early to reserve seats or get chairs
- \_\_\_ If chairs—find out how to order them from SRHS
- \_\_\_ Order Crowns, flowers, etc.
- \_\_\_ Plan how King/Queen will be crowned (king at dance if any princes are football players!!)
- \_\_\_ Buy all supplies required for crowning (flowers, etc.)
- \_\_\_ Write script for emcee of crowning ceremony, include Grand Marshall introduction before court
- \_\_\_ Special music? Anything else for crowning ceremony??? Plan how it will be done.
- \_\_\_ Locate mic at football field (ask Ms. Ramsey) and instruct emcee
- \_\_\_ Write out bios for entire court if you plan to say something about them
- \_\_\_ Find out who won—make perfect plan so the RIGHT people get the right flowers, balloons, etc.
- \_\_\_ Plan for clean-up after crowning ceremony—if anything will be left on field you need people to clean it
- \_\_\_ Thank any businesses for donations, etc.
- \_\_\_ Evaluate