

F-7: Dance checklist-Cindy Bader



Dance Checklist

- Determine theme
- Hire DJ
- DJ contract signed by Ms. Bader
- Request deposit and final check for DJ
- Decide on decorations—decorate foyer only! All other decorations will be destroyed within minutes
(Decorations in the foyer are instantly impressive, once kids get inside they're looking for friends!)
- Check with admin re: staff chaperones (ask them yourself, if no one is signed up yet)
- Find four parent chaperones
- Determine price of dance (always ½ off with ASB sticker!)
- Do facilities request
- Do bulletin announcements
- Make posters
- Set-up and clean-up committee (community service hours/ASB hours—no free dance tickets)
- Sell tickets at the student store for one-two weeks prior to dance
- Remind admin to announce guest passes to dance
- Remind admin to get police for dance
- List of water sellers and coat check people for dance (same people) for ½ hour shifts

- ___ Explain job and instruct water seller/coat check people
- ___ Have a solid plan for coat check!! (charge for it?? \$1.00 to take coat/ \$1.00 to take purse)
- ___ Make signs that say: We are not responsible for lost or stolen items—you check your coat at your own risk
- ___ Buy/make decorations WELL in advance
- ___ Buy water and have it chilled ahead of time if you want it chilled (buy lots—8-10 cases!)
- ___ Check supplies (tape, helium, etc.) several days prior to dance set-up
- ___ Request cash box
- ___ Copy the chaperone direction sheet
- ___ Have one person designated to greet chaperones, record names of all chaperones—keep that list of names for thank you notes later, give chaperone instruction sheet, and provide chaperones with water during the dance
- ___ Clean-up—entire committee must stay. All supplies from Room 109/111 should be put back that night or next school day! Extra water brought to Rm. 109 next school day.
- ___ Write thank you notes to all chaperones and administration. (*Buy Starbucks coupons to include in notes!)
- ___ Evaluate

*not required but a good idea!