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!