Homecoming Dance Worksheet

Person/s in Charge:
___________________________________________________

Dance Name: ___________________ Date: _______________
Theme: ____________________________
Colors: ___________________________
Exact Location:______________________ Time: __________
Cost per Person: __________________ Minimum No. _______ Maximum
No. ______
Ticket Prices_________________________ Date of
Sales:____________________________
________________________________________ Date of
Sales:____________________________
________________________________________ Date of
Sales:____________________________
________________________________________ Date of
Sales:____________________________
DJ Company: ___________________ Phone: _________________
Photographer Contact: _________________ Phone: _______________
Background: ______________________Prices: _________________
Other Forms of Entertainment: 
________________________________________

Name of Company: _____________________ Phone: __________________

Purchase Orders Completed: _______ Responsible Person: __________
Flyers Completed: ___________ Responsible Person:_______________
Sashes/Crowns Ordered: ___________Responsible Person____________
Centerpieces Ordered: ___________Responsible Person: ____________
Party Favors Ordered: ______________Responsible Person: __________
Guest Paperwork: _______________Responsible Person: ____________
Contracts: ___________________ Responsible Person: ________________
Ballots/Voting Completed __________ Responsible Person: __________
Advertising Campaign Dates: ___________ Responsible Person: ________
Music List: ___________________ Responsible Person: ________________
Check in List: _________________ Responsible Person: ________________
Set-Up: ______________________ Responsible Person: ________________
Door Sales: ___________________ Responsible Person: ________________
Refreshments: ________________ Responsible Person: ________________
King/Queen Crowning: ____________ Responsible Person: _____________
Communication

- Create your own system
- Become a note-take - what works for you?
- Create a calendar
- Use resources/apps
  - Remind, Twitter, Instagram, Google voice
Communicate with Students

- Work with your ASB President & Cabinet
- What social media/technology do your students use?
  - Twitter
  - Instagram
  - Google Drive
Communicate with Faculty & Staff

- Send calendars & reminders through emails
- Hard copies/flyers
- Side note: Thank you cards and donuts go a long way!
Game #1 Spell It Out

- What do you need?
  - Foam Letters
- How many players?
  - 2 teams, 3 per team, 6 total
Collaboration

- Work with ASB Directors in your area & school district
  - How do you plan dances?
  - How do you prepare for rally week?
  - How do you deal with the unexpected?
  - How do you deal with faculty and staff?
Collaboration with other ASB Directors

◊ Valle Vista League
  ◊ Does your league meet?
  ◊ If they do not, how do you communicate with them?
  ◊ Do you work with your rival school?
Collaboration with Finance Clerk/Assistants

- Know your FCMAT rules!
- If you do not know FCMAT, it is ok to ask questions 😊
- Learn to love budgets
- What’s your financial process with club advisor and coaches?
Collaboration with your Students

*Evaluating your work
- Rallies
- Dances
- Self-evaluation

Team Building- “Igniting your leadership” – leadership handbook for teaching & training leadership skills
Collaboration in the Classroom

- Create committees for each event
  - Homecoming
  - Rallies
  - Community service
  - Lunch time activities

**Set goals for each activity and evaluate after event**
Game #2 Balloon Pop

What do you need?

- Balloons (preferably all the same color)

How many people?

- Two teams, 5 each, 10 total
Care “Being Boss is Hard”

1. Emotional Experiences
2. Prepare yourself
3. Take care of yourself
4. Become emotionally mature
5. Understand your expressions
6. Learn not to panic
Game #3 Ping Pong Shake

What do you need?

- Empty tissue box (Tie string on both sides)
- Ping pong balls (4 x 5 = 20)

How many people?

- 4
Questions? Concerns?
Resources

- Kid President Video “A Pep Talk from Kid President”
- Corie Kolodge
  - ckolodge@cvusd.k12.ca.us
- Erin Dominguez Riley
  - edominguez@cvusd.k12.ca.us
Go out & be awesome!

#lifeofasbdirector