

Junior Class Activities

First Day of School - Date: August 8, 2017 Make posters to welcome juniors to school.

Back to School Night - Date: September 7, 2017 and January 31, 2018. Class Officers will set up a booth with a sign in sheet of those students that want to help with Junior activities during the year, advertise Junior activities, and sell past ASB t-shirts and any other fund raising items that would want to do.

Homecoming Parade Banner Theme: _____.

Person In Charge: _____

Rally Poster Making - Juniors will make 1 large posters (40 ft.) based on the theme. Designs should be completed at least two weeks before rally and the poster should be completed at least one week before rally.

Sept. 22nd Theme: _____ . Person in Charge: _____

Dec. 1st Theme: _____ . Person in Charge: _____

Apr. 6th Theme: _____ . Person in Charge: _____

Prom April 14th. Cost \$125-\$140. When you plan ahead this can be a great fund raiser. Remember that you are looking toward a goal for moneys for Senior Activities/CADA. The preparations for the Prom are varied and demand close cooperation by all concerned. See separate worksheet for information.

Prom Expo and One-Day Ticket Sale

Date: March 8, 2018 Person(s) in Charge: _____

Theme: _____ Colors: _____

Marketing: _____ Responsible person: _____

DJ/Entertainment: _____ Responsible person: _____

MC: _____ MC: _____

Person(s) in charge of the fashion show: _____

Set up date: _____ Set Up time: _____

Props/Decorations: _____ Responsible Person: _____

Music: _____ Responsible Person: _____

Vendors: _____ Responsible Person: _____

(Vendors used in the past: BoD Tux, Robert's Florist, O'Connor Photography, Bella Hair)

Permission Slips: _____ Responsible Person: _____

Priority Tickets: _____ Responsible Person: _____

Giveaways: _____ Responsible Person: _____

Ticket Takers: _____ Responsible Person: _____

Club Day Sales: _____ Responsible Person: _____

Bus Lists: _____ Responsible Person: _____

Student Assignments: _____ Responsible Person: _____

Stage/Commons Setup: _____ Responsible Person: _____

Stage/Commons Layout

Prom Dance Worksheet

Date: April 14, 2018 Person(s) in Charge: _____

Dance Name: _____

Theme: _____ Colors: _____

Exact Location: _____

Cost per Person: _____ Minimum No. _____ Maximum No. _____

Ticket Prices: _____ Date of Sales: _____

DJ Company: _____ Phone: _____

Photographer Contact: _____ Phone: _____

Backdrop: _____ Prices: _____

Other Forms of Entertainment/Activities: _____

Pricing: _____

Purchase Orders: _____ Responsible Person: _____

Marketing: _____ Responsible Person: _____

Court: _____ Responsible Person: _____

Decorations: _____ Responsible Person: _____

Party Favors: _____ Responsible Person: _____

Permission Slips: _____ Responsible Person: _____

Contracts: _____ Responsible Person: _____

Court Voting: _____ Responsible Person: _____

Court Sashes/Crowns: _____ Responsible Person: _____

Souvenir Ticket: _____ Responsible Person: _____

Bus Lists: _____ Responsible Person: _____

Advertising Campaign Dates: _____ Responsible Person: _____

Important Information

- ❑ Prior to prom:
 - Print out directions for administrators and chaperones
 - Create chaperone/ admin responsibility list (where they should be at what time)
 - Create ballots:
 - For main list
 - At prom
 - Purchase tickets (<https://www.hallprintmail.com/>)
- ❑ Photography
 - Contact Jon at O'Connor Photography jon@oconnorphotography.net
 - Decide on whether you will have photography at school or at site only
 - Make sure they have a booth at ticket sale
 - O'Connor Photography will print complimentary tickets for all those that purchase tickets - contact them with theme name.
- ❑ Voting
 - In February get prom court nominees (must be attending prom, 2.0 GPA, juniors)
 - At least two weeks in advance, set up voting with 5 Star
 - After voting announce court winners, give flowers or balloons, and make ballot for final vote
 - Week of prom, final vote with 5 star
- ❑ SOS Meeting:
 - Meet with SOS representative to make decisions on prom based on site allowance and budget.
- ❑ Prom favors
 - Order between 600-700 6 weeks in advance
 - \$3 to \$5 dollars at most
 - Bag by bus for chaperones to take at the end of Prom.