**ASB Event Planning Committees**

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*Example: Homecoming, but can be used and modified for any event:* **Each committee creates a folder or binder with all info to reference later.**

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**Dance Committee:**

- **Event Decorations & Colors**
  - Provide visuals/ Pinterest
- **Food & drinks**
- **Music- playlist for DJ**
- **Location set-up**
- **Float backdrops set up in the gym for the dance**
- **Each class has to set up float backdrop and table**
  - Class provides a treat giveaway for their class, like a mini dessert or snack as a thank you
- Create a floor plan & layout
- Sign-ups of set-up & clean-up
- **Purchases**

**Pep Rally Committee:**

- **Decorations & Colors**
  - Provide visuals/ Pinterest
- **Script & timeline**
- **emcees**
- **Music- playlist**
- **Location set-up**
- Create a floor plan & layout
- **Class Area Posters based on theme**
  - Each class is responsible for creating 6-8 nice theme posters for their area
- **Team posters**
  - Football, Volleyball, Tennis, Cross Country
- **Games**
- **Performers**
  - Band, Cheer, Student group
- **Purchases**

**Court Committee:**

- **Court application & Contract**
  - Dates, requirements, meetings, deadlines, rules
- **Court poster for voting**
- **Class voting boxes**
- **Ballots**
- Select Crowns & Sashes for the whole court
- **Run the Voting table**
- Count ballots with ASB director
- **King and Queen Reveal plan at the game**
- **Purchases**

**Half-time show Committee:**

- Each class has to build a float for the halftime show- so make sure all floats are on target and that they only have a 2 minute performance.
  - Theme of float is based on the overall Homecoming theme
    - Ex.: Last year we did Super Heroes, so 12th- Black Panther, 11th-Captain America, 10th-Superman, & 9th- Spiderman
    - Each class has a 2 minute performance/dance
    - Need to be easily able to move
  - Run the halftime show music and cues
- Introduce the Court all grade levels, make sure they are all present and ready for halftime
  - Girls get Flowers- prepare flowers for girls
  - King and Queen get revealed- work with court on reveal
  - Make any decorations necessary for reveal
- Class float winner is announced.
- **Purchases**
  - After game, all floats moved to the gym

**Spirit Week Activities Committee:**

- Come up with all Spirit dress up days
  - Ex.: Monday is Superhero T-shirt Day
- Make poster/flyers for all Dress up days
- Lunch time activities connected to theme
  - Each class has to pick a game that they lead in the quad during lunch
  - Provide candy or prize for game
  - Music playlist for each day
- **Game supplies needed**
- **Purchases**