

# ASB Event Planning Committees

**Adelanto High School-**

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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.

## 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 et-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