

# THINGS TO DO FOR A DANCE

K .Crawford



- \_\_\_ **Date** for dance (approved on school Master Calendar)
- \_\_\_ **Dance times** \_\_\_\_\_
- \_\_\_ **Ticket Price** (\$ \_\_\_\_\_)
- \_\_\_ **Decide on dance theme** (if necessary) \_\_\_\_\_
- \_\_\_ **Book Disc Jockey (DJ)**
  - \_\_\_ usually between \$ \_\_\_\_\_ and \$ \_\_\_\_\_
  - \_\_\_ must get a written contract
  - \_\_\_ when contract arrives, treasurer needs to make check request for deposit and the remainder of the balance (give requests to the SGA advisor for signature)
  - \_\_\_ contract must have Principal / Assistant Principal signature
- \_\_\_ **Refreshment list** (sodas and candies)...(if customary)
  - \_\_\_ who will buy refreshments (usually buy from a discount store)...SAVE RECEIPT TO GET REIMBURSEMENT!!!!!!
  - \_\_\_ refreshments should be in school at least the day before the dance
- \_\_\_ **Decorations** (if applicable)
  - \_\_\_ make your own
  - \_\_\_ buy (check with treasurer / adviser for amount you may spend) **MUST SAVE RECEIPTS FOR REIMBURSEMENT**
- \_\_\_ **Parent Chaperones** - announcements and posters...
  - \_\_\_ free or half price ticket to student's whose parents will chaperone (limit - first \_\_\_)
  - \_\_\_ must have at least \_\_\_\_\_ parent chaperones
  - \_\_\_ check with adviser or administration for the list of **teacher chaperones**
- \_\_\_ **Building Service Assistance form** - must be submitted at least one week prior to the dance...include all needs (tables, chairs, gates, etc.)
- \_\_\_ **Dining Room** - check with dining room manager about using ice machine (3 days prior to dance...check again day of dance to be sure ice machine is working)
- \_\_\_ **Publicity** - P.A. announcements, posters, etc. (contact Publicity Committee)  
ALLOW AT LEAST FOUR WEEKS NOTICE!!!!
- \_\_\_ **Ticket sellers** -set up date to meet with sellers to go over procedures
- \_\_\_ **Change for money box** (tickets/ refreshments) - request 1 week in advance
- \_\_\_ **Hospitality Room** (for chaperones, teachers / administrators, building service)
  - \_\_\_ need iced sodas, coffee (check with adviser for coffee supplies), snacks (such as cheese and crackers, fruit, cookies, etc.) **SAVE RECEIPT FOR REIMBURSEMENT**
  - \_\_\_ assign two people to **set it up** and two people to **clean up**

*continued*

\_\_\_\_ Contact **CORRESPONDING SECRETARY** to write personal **thank you notes**  
 \_\_\_\_ put thank you notes in the hospitality room before the dance

**SET UP CREW:**

hospitality room: set-up	refreshments: set-up	general decorations	coat check room	check items Building Service set-up
hospitality room: clean-up	refreshments: clean-up			

**REFRESHMENT SELLERS:** 2 per time period (list an alternate)

Times	Student	Times	Student

**CLEAN UP CREW:** being specific cuts down on the amount of work

Student	assignment

**CLEAN-UP CREW MUST CHECK-IN WITH ADVISOR  
 BEFORE LEAVING !!!**

*DOUBLE CHECK EVERYTHING !!!!!  
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