

## CELEBRATION

The following is a list of the event chairs and team leader positions needed for a successful event.

### EVENT CO-CHAIRS

The co-chairs oversee the Celebration event and coordinate responsibilities with the individual team leaders.

<b>DESCRIPTION</b>	<ul style="list-style-type: none"> <li>• Monitor budget               <ul style="list-style-type: none"> <li>○ Coordinate with team leaders</li> </ul> </li> <li>• Determine theme               <ul style="list-style-type: none"> <li>○ Coordinate with Area Decorators</li> </ul> </li> <li>• Outreach               <ul style="list-style-type: none"> <li>○ Connect with PTSO for parent outreach</li> <li>○ Meet with PTSO board for event updates</li> </ul> </li> <li>• Work with NNHS Graphics to prepare, design, and order printed materials (invitation, posters for students, etc.)</li> <li>• Team building (biweekly meetings with team leaders)</li> <li>• Coordinate with Police/Fire Department</li> <li>• Coordinate with custodians</li> <li>• Coordinate with NPS food service provider as needed</li> <li>• Send thank-you letters/announcements post event</li> </ul>
<b>TIME SPAN:</b>	January-June

### FUNDRAISING TEAM LEADER

The Fundraising team leader is responsible for soliciting financial and food donations.

<b>DESCRIPTION</b>	<ul style="list-style-type: none"> <li>• Update checklist and timeline</li> <li>• Coordinate with Food team leader to determine food needs</li> <li>• Solicit funds/food donations from local businesses (via mail/in person)</li> <li>• Solicit funds from parents/guardians (via PTSO)</li> <li>• Coordinate with PTSO treasurer to track parent/guardian financial donations</li> <li>• Track business donations</li> <li>• Track food donations</li> <li>• Send thank-you letters/announcements post event</li> </ul>
<b>TIME SPAN:</b>	January-June

## AREA DECORATOR TEAM LEADER

The Area Decorator team leaders are responsible for decorating each area of Celebration: Area 1- Main Entrance (includes outside), Area 2- Main Street, Area 3- Cafeteria. Team leaders of each area are strongly encouraged to meet several times to create a cohesive decorating scheme and to discuss supply purchasing.

<b>DESCRIPTION</b>	<ul style="list-style-type: none"><li>• Review last year's event and communicate any changes for "Celebration Day of" Sign up Genius to Volunteer Coordinator team leader</li><li>• Update checklist and timeline</li><li>• Coordinate with Entertainment/Vendor team leader</li><li>• Design and plan layout</li><li>• Develop decorating scheme based on theme</li><li>• Determine supplies needed</li><li>• Purchasing</li><li>• Schedule and oversee preparation/creation of decorations, including working meetings with volunteers</li><li>• Coordinate with Storage Unit team leader for delivery and storage of decorations prior/post event</li><li>• Execute decorating on day of event</li><li>• Manage and direct volunteers on day of event</li><li>• Send thank you to volunteers post event</li></ul>
<b>TIME SPAN:</b>	February-June

## FOOD TEAM LEADER

The Food team leader is responsible for planning and managing the food stations during the event.

<b>DESCRIPTION</b>	<ul style="list-style-type: none"><li>• Review last year's event and communicate any changes for "Celebration Day of" Sign up Genius to Volunteer Coordinator team leader</li><li>• Update/create checklist and timeline</li><li>• Plan food list (based on prior year documentation)</li><li>• Plan supply list (e.g. paper goods, serving pieces)</li><li>• Coordinate with Fundraising team leader</li><li>• Coordinate with Entertainment Vendor team leader</li><li>• Communicate roles and responsibilities to volunteers</li><li>• Coordinate with Area Decorator team leaders for food station locations and logistics</li><li>• Coordinate pick-up and set up of food</li><li>• Coordinate with NPS food service provider</li><li>• Distribute leftovers from event</li><li>• Send thank you to volunteers post event</li></ul>
<b>TIME SPAN:</b>	March-June

### **ENTERTAINMENT VENDOR TEAM LEADER**

The Entertainment Vendor team leader is responsible for establishing contracts with entertainment vendors and other vendors for rental equipment. This includes casino tables/lighting, vendors providing food equipment, etc.

<b>DESCRIPTION</b>	<ul style="list-style-type: none"><li>• Update checklist and timeline</li><li>• Review last year's event and finalize contracts with agreed upon vendors</li><li>• Coordinate with Treasurer for payment of vendors</li><li>• Confirm on-site requirements with vendors (table size, electrical needs etc.)</li><li>• Coordinate with Area Decorator team leaders for entertainment vendor locations and other rental equipment locations</li><li>• Revisit contracts and finalize specifics with vendors</li><li>• Communicate location and set-up to individual vendors</li><li>• Meet vendors at event, direct to locations, assist with any needs.</li></ul>
<b>TIME SPAN:</b>	January-June

### **VOLUNTEER COORDINATOR TEAM LEADER**

The volunteer coordinators help find volunteers to staff Celebration (day of) and make sure that the volunteers have a positive experience. The volunteer coordinator manages the Sign up Genius (SUG).

<b>DESCRIPTION</b>	<ul style="list-style-type: none"><li>• Update checklist and timeline located in PTSO google drive</li><li>• Update "Celebration Day of" Sign up Genius as needed by coordinating with all team leaders</li><li>• Purchase supplies as needed</li><li>• Create sign-in sheets and name tags</li><li>• Coordinate food and beverages for volunteers</li><li>• Greet volunteers</li><li>• Coordinate with all team leaders to allocate and manage volunteers during event</li><li>• Send thank you to volunteers post event</li></ul>
<b>TIME SPAN:</b>	April-June

### **PRIZE DRAWING TEAM LEADER**

The Prize Drawing team leader is responsible for soliciting, collecting, purchasing, and sorting the prizes and for running the prize drawing and grand prize drawing during the event. Timespan April - June.

<b>DESCRIPTION</b>	<ul style="list-style-type: none"><li>• Review last year's event and communicate any changes for "Celebration Day of" Sign up Genius to Volunteer Coordinator team leader</li><li>• Update checklist and timeline located in PTSO google drive</li><li>• Coordinate with event co-chairs to determine grand prize drawing</li><li>• Determine prize drawing drop off locations</li><li>• Solicit prizes from parents/guardians through PTSO</li><li>• Coordinate with Area Decorator 2 team leader</li><li>• Communicate roles and responsibilities to volunteers</li><li>• Provide instructions for volunteers working event table</li><li>• Deliver and set up prizes to Prize Drawing table</li><li>• Execute prize drawing at event</li><li>• Distribute remaining prizes as needed</li><li>• Send thank you to volunteers post event</li></ul>
<b>TIME SPAN:</b>	April-June

### **CLOTHING CHECK TEAM LEADER**

The Clothing Check Team Leader is responsible for the clothing check process. This process includes the students dropping off their post prom clothes (PPC) at the Theater Entrance (4 PM) and then moving the clothing tables to the Main Entrance (Tiger Drive). Students arrive at Tiger Drive via bus at approximately 11:30 PM and pick up their clothing. Students use Stair A to change in either the girl's locker room 1 or boy's locker room 1. Upon his/her return the prom clothes are given to the volunteers for storage until he/she departs from the event. There is a ticketing system used to track the clothing. Time span April – June.

<b>DESCRIPTION</b>	<ul style="list-style-type: none"><li>• Review last year's event and communicate any changes for "Celebration Day of" Sign up Genius to Volunteer Coordinator team leader</li><li>• Update checklist and timeline located in PTSO google drive</li><li>• Purchase supplies if needed</li><li>• Coordinate with Entertainment Vendor team leader</li><li>• Coordinate with custodians</li><li>• Coordinate with Area 1 Decorator team leader</li><li>• Coordinate with Security team leader</li><li>• Communicate roles and responsibilities to volunteers</li><li>• Send thank you to volunteers post event</li></ul>
<b>TIME SPAN:</b>	April-June

### STUDENT WELCOME TEAM LEADER

The Student Welcome team leader is responsible for coordinating the process of assembling the welcome packets and handing them out to the students. The welcome packet includes the following items:

- 1 grand prize drawing ticket
- 2 generic prize drawing tickets
- 1 casino coupon
- List/diagram/flyer/ticket sleeve of entertainment provided at the event

<b>DESCRIPTION</b>	<ul style="list-style-type: none"><li>• Review last year's event and communicate any changes for "Celebration Day of" Sign up Genius to Volunteer Coordinator team leader</li><li>• Update checklist and timeline located in PTSO google drive</li><li>• Coordinate with Entertainment Vendor team leader</li><li>• Coordinate with Prize Drawing team leader</li><li>• Coordinate with Casino team leader</li><li>• Work with NNHS Graphics to prepare, design, and order printed materials if needed</li><li>• Purchase supplies if needed</li><li>• Communicate roles and responsibilities to volunteers</li><li>• Coordinate with Area 1 Decorator team leader</li><li>• Send thank you to volunteers post event</li></ul>
<b>TIME SPAN:</b>	May-June

### CHAPERONE TEAM LEADER

The Security team leader is responsible for overseeing the security team during the event.

<b>DESCRIPTION</b>	<ul style="list-style-type: none"><li>• Review last year's event and communicate any changes for "Day of Celebration" Sign up Genius to volunteer coordinator team leader</li><li>• Update checklist and timeline located in PTSO google drive</li><li>• Develop rotation schedule throughout evening for volunteers so they are not in one place for the entire event</li><li>• Develop schedule for volunteers including floater coverage for breaks (restroom/water)</li><li>• Communicate roles and responsibilities to volunteers</li><li>• Manage volunteers during event</li><li>• Send thank you to volunteers post event</li></ul>
<b>TIME SPAN:</b>	April-June

## CASINO TEAM LEADER

The casino team leader is responsible for overseeing the casino set-up and managing the casino dealers and cashiers during Celebration.

<b>DESCRIPTION</b>	<ul style="list-style-type: none"><li>• Review last year's event and communicate any changes for "Celebration Day of" Sign up Genius to Volunteer Coordinator team leader</li><li>• Update checklist and timeline located in PTSO google drive</li><li>• Coordinate with Entertainment Vendor team leader for casino tables</li><li>• Coordinate with Area 2 Decorator team leader for location of tables</li><li>• Coordinate with Prize Drawing team leader for prize drawing tickets</li><li>• Develop schedule for volunteers including floater coverage for breaks (restroom/water)</li><li>• Communicate roles and responsibilities to volunteers</li><li>• Revisit contracts and finalize specifics with Entertainment Vendor team leader</li><li>• Meet vendor at event and assist with set-up</li><li>• Manage volunteers during event</li><li>• Send thank you to volunteers post event</li></ul>
<b>TIME SPAN:</b>	April-June

### STORAGE UNIT TEAM LEADER

The Storage Unit team leader is responsible for retrieving the items in the storage unit and delivering them to an Area Decorator team leader several weeks prior to the event. The day following the event the team leader is responsible for bringing items back to the storage unit. Note: SUV or mini-van will be required.

<b>DESCRIPTION</b>	<ul style="list-style-type: none"> <li>• Review last year’s event and communicate any changes for “Celebration Day of” Sign up Genius to Volunteer Coordinator team leader</li> <li>• Update checklist and timeline located in PTSO google drive</li> </ul> <p>PRIOR TO EVENT</p> <ul style="list-style-type: none"> <li>• Coordinate with Area Decorator team leaders</li> <li>• Improve storage unit inventory system</li> <li>• Retrieve items in storage unit (multiple trips will be needed)</li> <li>• Deliver to appropriate Area Decorator team leader</li> </ul> <p>POST EVENT</p> <ul style="list-style-type: none"> <li>• Reorganize supplies</li> <li>• Return items to storage unit</li> <li>• Wash table linens</li> <li>• Return table linens to storage unit</li> <li>• Send thank you to volunteers post event if needed</li> </ul>
<b>TIME SPAN:</b>	April-June

### CLEAN-UP TEAM LEADER (EVENT NIGHT)

The Clean-up team leader is responsible for overseeing a team of volunteers to clean the event space post event. This includes sorting and storing decorations and placing rental equipment in designated areas for pick up.

<b>DESCRIPTION</b>	<ul style="list-style-type: none"> <li>• Review last year’s event and communicate any changes for “Celebration Day of” Sign up Genius to Volunteer Coordinator team leader</li> <li>• Update checklist and timeline located in PTSO google drive</li> <li>• Coordinate with Area Decorator team leaders on items to save/dispose/store</li> <li>• Determine if any clean-up supplies need to be purchased</li> <li>• Purchase supplies if needed</li> <li>• Communicate roles and responsibilities to volunteers</li> <li>• Follow clean-up plan with volunteers</li> <li>• Send thank you to volunteers post event</li> </ul>
<b>TIME SPAN:</b>	April-June