



After Prom Party Planning Committee

Wednesday, May 3, 2017

9:00am - 11:00am, TAC Office

In attendance: Becca Manlow (AmeriCorps), Michele Buzzelli (TAC), Peter McNamara (AmeriCorps), Lyndsey Owen (TAC/RHS), Becky Fischer (PCYA), Kelsey Hopstad (AmeriCorps)

- **Logistics**

- Michele went to SBHS district office and spoke with Mr. Nelson and secured the cafeteria space for the event – it will be the same space that was used last year
 - The space is reserved from 3pm on Saturday, May 13th – 2pm on Sunday, May 14th, just in case for any contingency needs
 - Michele will check with the school to see about using the play shed and getting basketballs etc.
 - The group preferred to clean up in the evening after than the event rather than waiting until the next day as it can be difficult to have people return to the school for clean up.
 - Doors open at 10:30pm and will remain open until 11:30pm (Prom ends at 11:00pm)
 - Students may leave when they wish, but once they leave, they cannot come back
 - The event will end at 1:00am, with cleanup occurring afterward
 - The event is for prom attendees, their dates, and non-prom students wishing to volunteer (for an hour, and then they get to participate)

- **Decorations, Games, Activities – Prom Theme: Black Tie**

- Michele spoke with Nancy Morris and brainstormed some ideas that students may be interested in such as Minute to Win It games, movie screening, pizza, finger foods etc.
 - The group discussed the idea of having a theme for After Prom Party, such as a sleepover, but ultimately decided against it, to make it simple and less confusing
- Color Scheme
 - It doesn't have to match the Black Tie Prom Theme
 - Perhaps it should be brighter colors (but not as bold as Town Hall)
 - Bright primary colors and blue, red, yellow, purple, green would be preferred – think: birthday party
- Photo Booth
 - Does TAC want to use cardboard cut-outs (from the library), or cut-out hats/mustaches on sticks
 - The group would like to get a good background/backdrop, stick cut outs, sunglasses, hats, and perhaps clown noses
 - At this time the cardboard characters from Emily's library contact are not needed
- Movie Showing
 - Comedy preferred – PG-13 – limited drug/alcohol references



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- Lyndsey will ask the RHS peer helpers for ideas
 - Dodgeball, Moana, Finding Dory, Zootopia, Ferris Bueller's Day Off, Guardians of the Galaxy, Mrs. Doubtfire
- TAC discussed possible legalities regarding the screening. There shouldn't be an issue with showing a movie at the school via DVD but showing via Netflix may be a gray area idea and is not preferred.
- Supplies
 - Backdrop for photo booth
 - Balloons – helium
 - TAC may want to invest in getting their own helium tank
 - Borden's Auto Parts will refill helium tank
 - Balloons could also get blown up early and stored in Michele's house
 - Table cloth – roll – black
 - Multi-color confetti
 - Rubber ducks?
 - Construction paper roll – markers (TAC inventory)
 - Cover the bulletin board
 - TAC's twinkle string lights
 - Use as borders for the bulletin boards
 - Napkins
- Games, Activities
 - Ping pong balls
 - Ping pong table – need to ask ahead of time
 - Solo cups
 - Oreos
 - Tissue boxes – rectangle – long ones
 - Chopsticks
 - Straws
 - Coloring pages/books
 - Crafting supplies
 - Karaoke/lip sync supplies?
 - Need to be careful with song choices though
 - Other tables besides cafeteria tables – will need to ask a custodian ahead of time to provide
 - Projector – ask a custodian
 - Peter McNamara will be the “game leader”
 - He will create a list of available games, rules, supplies needed
 - Lyndsey will send Peter a document template example
- **Budget**
 - \$650 for games, activities, supplies (from regular budget)
 - WCN grant = \$730
 - Food = \$3/person (regular budget)



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- TAC has a charge account at Pioneer Grocery
 - TAC will plan for 80 attendees - \$240
- **Catering – Becca Manlow will run the cafeteria kitchen & will double check prices**
 - Estimate number of attendees – pay for food
 - Would TAC need to pay back the difference in used food vs. attendees
 - TAC hasn't done this in the past but other grants have other regulations
 - RHS Peer Helpers are interested in snack foods
 - Mozzarella sticks, French fries, chicken strips
 - TAC will plan on tater tots, pizza, fruit & veggies, dips, popcorn (with variety of seasonings), brownies, vanilla ice cream, root beer?, powdered drink mix, ketchup, ranch
 - TAC should ask about SBHS's popcorn machine & buying kernels
- **Advertising & Promotional Materials**
 - There are lots of party templates online such as “Poster My Wall”
 - They need to be printed by the weekend so that they can start for distribution on Monday
 - Hang at DQ, 101 Quick Stop, 7th Street Coffee Shop, Elixir, 76 Station, The Inn, Raymond and SB Libraries, GHC, High Schools
 - It should be shared on Facebook at social media
 - Standard size, color printed – 75 total – 20 for each school, the rest for the community
 - Quarter sized, black and white – Peer Helpers could assist with distribution – 100 per school – 300 total
 - Jr. High students should be excluded – they could assist with set up but not attending the event
 - All prom attendees welcome, volunteers for grades 9-12
 - TAC will have sign in-sign out sheets at the door
 - Michele will ask the schools for the list of prom ticket purchases to cross-list how many people went to prom vs. went to prom party
- **Prizes – 10+**
 - TAC can spend up to \$30 per gift using DFC & WCN funds (WCN funds don't have a \$30 limit)
 - Gas cards are very popular incentives 2 \$10 cards, 1 \$5 card
 - Baskets of goods – example: summertime fun
 - Bluetooth speaker (2)
 - \$15 Dennis Company gift cards (2)
 - Movie Tickets – Coming Attractions Theaters?
 - Coffee gift cards
 - Dairy Queen gift cards
 - Extreme Fun Center
 - Instant cameras (polaroid-esque) film
 - Slip N' Slide



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- Small, goofy, items so that more people can walk away with prizes
- Pool toys – flamingo, donuts
- **Volunteers**
 - Set up, break down
 - Student volunteers
 - Schedule time slots – volunteer an hour, then play
 - Announce in the morning bulletins at the high schools when the flyers go up
 - Ask around with peer helpers