

## 2018 TAC After-Prom Party Planning

Updated: 4/26/2018

### Event Details:

Event Date/Time: **Saturday, May 12' 2018, 10:30PM-1:30AM** *Note: This year's Prom time: 8-11pm. Students to arrive at After-Prom Party anytime between 10:30-11:30pm.*

Setup/TearDown: Friday 5/11 Afternoon/evening setup.

Saturday 5/12 Noon continue set up. Break. Arrive back at 9:30pm for 10:30pm-1:30am event. 1:30-2AM essential clean-up.

Sunday Noon-3pm tear-down and final clean-up.

Location: South Bend Multipurpose Room – Reserved.

Theme: Suggestions: Enchanted Summer Evening or Summer Night's Dream

Description: With a theme that blends input from all schools and the prom theme, the event space will be decorated with flowers, "fairy lights", colorful streamers, anything that suggests "summer, garden, evening, enchantment". Food to be taco bar/nacho bar and fresh fruit. Prizes included gift cards to local businesses. The movie Coco. Photobooth. Games: Minute to win it/Tonight Show funny short games. Painting rocks. Held at the SB Multipurpose Room. See more detail below.

Needs: Biggest need is volunteers for setup, event and teardown as well as chaperones.

Item	Details	Status/Final
THEME:	Something that incorporates input from all three schools and prom theme.	Enchanted Summer Evening or Summer Night's Dream.
Event Date/Time	Saturday, May 12 <sup>th</sup> 10:30PM-1:30AM	Saturday, May 12 <sup>th</sup> 10:30PM-1:30AM
Event Setup/TearDown	Setup: Friday afternoon/evening and Saturday, 5/12 afternoon to set up. Break. Arrive back at 9:30pm for 11pm-1:30am event. Essential cleanup 1:30-2am – primarily food. Sunday 5/13, Noon-3pm tear down/Cleanup.	Setup: Friday, 5/11 afternoon/evening, Saturday 5/12 Noon-4pm. Cleanup: Sunday 5/13 1:30-2AM, and Noon-3pm.
Venue:	South Bend Multipurpose Room-with access to	Reserved by Adrienne.

	kitchen. They have cafeteria style tables/chairs.	Contract signed by TAC.
Event FloorPlan:	Need to do a walkthrough and draw up a floor plan for where everything to be located.	TAC Staff to do walk through and make floorplan.
Advertising, Promotion	Event Flyer to be created and distributed.  Ad and listing in newspaper?  FB and Instagram postings.	Flyer created and ready for committee approval. <b>See Attached.</b>
Decorations	Flowers, Colorful streamers, white little lights, glow in the dark stars/stickers/sticks. LED balloons.	Need to purchase or get donations.
Supplies:	Tape, scissors, twine.	Need to bring from TAC.
Food:	Nacho Bar, Taco Bar. Fresh Fruit. Becca Manlow may cater.	Taco Bar/Nacho Bar. Fresh Fruit.
Beverages:	Water, Juice, Coffee, Tea.	Water, Juice, Lemonade.
Prizes	Gift cards from local businesses – ask for donations.	
Set-up (Tables, Chairs)	TBD after walkthrough.	
<b>PEOPLE</b>	Need help with setup and tear down as well as to do activities, chaperoning, party-coordination, etc. Shifts. See more below.	Sign-up sheets have been circulated at the Coalition meetings since February 2018. Sign-up list with timeblocks to volunteer/help to be distributed.
Attendees:	Anticipate 100 students	
Event Chair:	Lyndsey Owen volunteered to be event chair.	Lyndsey Owen
Police Officer at Event:	From Prom to After-Prom Party.	TBD
Volunteers	<u>Event Chaperones</u> ratio 1:10students. 10 chaperones.	Who can reach out to possible chaperones? Do we have a list from last year that may help?  Sign-up list with timeblocks to chaperone/volunteer/help.
	Current background checks for all volunteers from state patrol are required. (Forms to be completed by all volunteers and submitted to Lyndsey for clearance and privacy)	Form printed and available at TAC.

	Friday Setup Volunteers – Late afternoon/evening	
	Saturday Setup Volunteers – 5/12 Noon-4pm	
	Prior to event Volunteers – 5/12 9:30pm	
	Tear-Down Volunteers – 5/13 Noon-3pm	
<b>ACTIVITIES:</b>	What activities or games to have? What supplies or equipment needed?	
	Movie: Coco (1 hour and 45 minutes)	Reserved through Timberland Library
	Minute to Win It	Need to determine and supplies.
	Tonight Show Funny Short games	Need to determine and supplies.
	Rock Painting	Need supplies.
	Photo Booth and props.	Need someone to coordinate and photo props.
<b>BUDGET</b>	\$500 mini grant from WCN	
	\$250 Town Hall Refreshments	