

2018 TAC After-Prom Party Planning

Updated: 4/5/2018

Event Details:

Date/Time: **Saturday, May 12' 2018, 11PM-2AM**

Setup/TearDown: Noon set up. Break. Arrive back at (what time?) for 11pm-2am event. 2-4am tear down.

Location: Tentative- South Bend Multipurpose Room.

Theme: Tentative- Summer time Fun/Beach Theme/Surfer suggested by RHS.

Description: [Last year 2017 After-Prom Party had a theme of "Chillout-Mowana-Tropical". Food was pizza and ice cream. Prizes included pool floats. They showed the movie Mowana. Photobooth. Games: capture the flag, painting rocks. Held at the SB Multipurpose Room]

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

Item	Details	Status
THEME:	Tentative- Summer time Fun/Beach Theme/Surfer suggested by RHS. Paige reached out to WVHS and SBHS to see if an Outreach Lunch event would work this Tuesday and Wednesday at their schools to gain input for the theme. WVHS is checking their activity calendar to see if Tuesday will work and will let us know. Waiting for SB response. Peter signed up to help before BBBS Matches. Confirmation anticipated Monday.	TBD
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	Setup/TearDown: Noon to set up. Break. Arrive back at (what time?) for 11-2am event. 2-4am tear down.	
Venue:	South Bend Multipurpose Room- Tentatively. with access to kitchen.	Paige emailed Adrienne on her thoughts and room

	They have cafeteria style tables/chairs. Need to do a walkthrough and draw up a floor plan for where everything to be located.	availability.
Advertising, Promotion	Event Flyer to be created and distributed. Ad and listing in newspaper? FB and Instagram postings.	
Decorations		TBD with theme
Supplies		
Food:		TBD
Beverages:		
Pre-event errands	What is needed and who can do this?	
Set-up (Tables, Chairs, Balloons)	Need people to sign up to help set up on day of event. How early can we set up for the event?	
PEOPLE	Who can help out to do activities, chaperoning, party-coordination, etc? Shifts. See below.	Sign up sheets for Monday 4/9 TAC Coalition mtg
Attendees:	Anticipate 100 students	
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?
	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)	
	Setup Volunteers	
	Tear-Down Volunteers	
Event Chair:	TBD	
ACTIVITIES:	What activities or games to have? What supplies or equipment	

	needed?	
	Minute to Win It	
BUDGET	\$500 mini grant from WCN	
	\$250 Town Hall Refreshments	