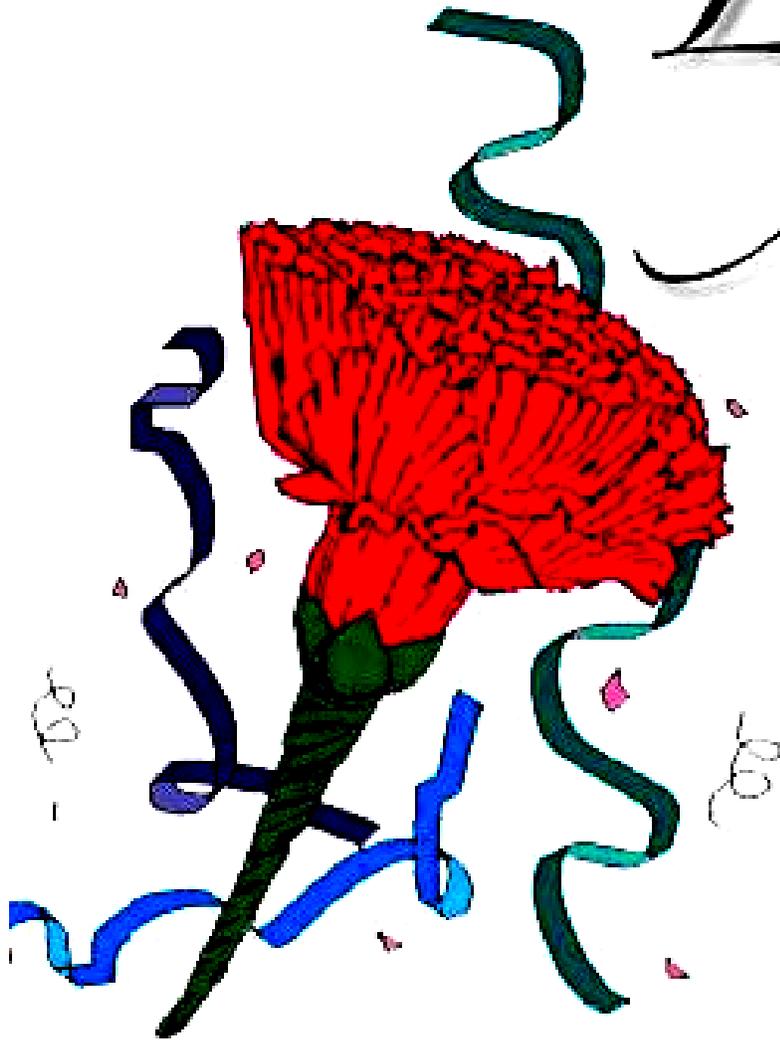


Celebrate Life!

*A Guide for Planning
All-Night
Alcohol/Drug-Free
Celebrations for Teens*



Operation Prom/Graduation • Virginia Department of Education

Funding provided by the Safe and Drug-Free
Schools and Communities Act (SDFSCA)
CFDA #84.186A



*The Virginia Department of Education does not discriminate on the basis of
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Celebrate Life!

A Guide for Planning
All-Night Alcohol/Drug-Free
Celebrations for Teens

Tenth Edition
2009

Operation Prom/Graduation • Virginia Department of Education

Celebrate Life!

A GUIDE FOR PLANNING ALL NIGHT ALCOHOL/DRUG-FREE CELEBRATIONS FOR TEENS

A compilation of ideas and comments from parents, school personnel, community members, and graduates from many Virginia high schools as well as All Night Celebration Chairpersons and Committees who have planned and implemented All Night Alcohol/Drug-Free Prom and Graduation Celebrations.

Tenth Edition

2009

Edited by Nancy Campbell

Virginia Department of Education

Ninth Edition

2008

Edited by Melissa Hall

Celebrate Life Council of Southwest Virginia

and

Nancy Campbell

Virginia Department of Education

Eighth Edition

2004

Edited by Northern Virginia Project Graduation

Originally Developed by

Sharon Murphy

Virginia Operation Prom/Graduation Coordinator

1988 - 2000

Virginia Operation Prom/Graduation

is a project of

The Virginia Department of Education

in cooperation with the

Virginia State Police Association

This document has been developed, reproduced, and distributed in an effort to assist Virginia schools and community groups to plan and conduct alcohol and other drug-free activities during high-risk social seasons of the year: prom and graduation. The publication includes examples of projects undertaken by Virginia high schools in their efforts to provide safe, fun-filled, alcohol and other drug-free party environments that appeal to students.

The views and opinions expressed in this document do not necessarily represent the official views and opinions of the Virginia Department of Education, the Virginia Department of Motor Vehicles, the Virginia Department of Alcoholic Beverage Control, or the Virginia State Police Association. Localities need to plan activities that meet their own needs. Sample information from schools included in this edition has been edited for style and clarity.

Tenth Edition, 2009
Over 60,000 copies printed (1988 – 2007)

AVAILABLE ON THE WEB!

In an effort to increase greater access and availability, this publication will be available on three different Web sites:

Virginia Department of Education	www.doe.virginia.gov
Northern Virginia Project Graduation (NVPG)	www.nvpg.org
Celebrate Life Council of Southwestern Virginia	www.nhsptsa.org

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- Betty **Williams**, for the many hours spent sharing information, expertise, and decorating resources.
- All of the OP/G Honor Workshop Teams dating back to 1989.
- The **Virginia high school celebration coordinators and committee members** who have so willingly shared their successful party ideas.
- The **Virginia OP/G Honor Roll Applicants** for sharing information and ideas since 1990.
- The **thousands of persons who have had a part in making these alcohol/drug-free celebrations a success** and a wonderful memory for our students.
- The tens of thousands of **students who have attended** and enjoyed these celebrations.
- The **Virginia Department of Education** for its support.
- The **Virginia State Police Association** for its support.
- The **Honor Roll Selection Committees** for their time and their support since 1990.
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- **Northern Virginia Project Graduation (NVPG)** for its interest, ideas, and assistance in updating the 8th edition.
- All who took the time to give constructive criticism. This guide has been revised with your comments and new ideas in mind. Let us know what works in *your* community.

Additional copies of this guide are available free on the Web. For additional information, call or write:

Safe and Drug-Free Schools Program
Virginia Department of Education
P.O. Box 2120
Richmond, VA 23218-2120

Phone: 804-225-2910

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CELEBRATE LIFE!

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VIRGINIA OPERATION PROM/GRADUATION

In accordance with the position of the U.S. and Virginia Departments of Education that illicit drug use is wrong and harmful, Virginia Operation Prom/Graduation (OP/G) advocates a "no use" policy for youth. Virginia OP/G does not accept donations from any alcohol or tobacco manufacturers or distributors to facilitate or promote the state program.

WHAT IS OP/G?

Virginia Operation Prom/Graduation is a project of the Virginia Department of Education in cooperation with the Virginia State Police Association.

In response to a 1987 request from the Virginia Department of Motor Vehicles, the Virginia Department of Education developed the Virginia Operation Prom/Graduation (OP/G) project to address the serious issues of youth drinking, drug use, and driving behavior during the high-risk social events of prom and graduation. One needless death or injury from any alcohol or other drug-related crash on high-risk social occasions is considered to be one too many.

OP/G encourages a positive approach to negative stereotype perceptions of what teen "rites of passage" traditions have been by offering planning guides, parent workshops, consultations, and presentations that give local community groups the needed validity and credibility to plan and implement all-night alcohol/drug-free teen celebrations to assure that Virginia's teens have a positive alternative on prom and graduation nights — the two highest risk nights during their high school years.

Because of OP/G, most celebrations across the state are offering all students, regardless of their location, race, religion, sex, ethnic, socio-economic, academic or athletic status, the same basic celebration with the same basic guidelines.

WHAT DOES OP/G DO?

- Provides electronic copies of "Celebrate Life! A Guide for Planning All Night Alcohol/Drug Free Celebrations for Teens."
- Provides statewide workshops to build enthusiasm, excitement, and confidence among those who will plan their school's celebrations. Two copies of the workshop notification information are sent to every public and private Virginia high school addressed to (1) All Night Celebration Committee and (2) PTA/PTO President. Fees to attend are nominal. Topics may include guidelines, activities, security, insurance, publicity, parent volunteers, fundraising ideas, and decorations with as much hands-on as possible. Reservations must be made in advance.
- Provides presentations and consultations for Virginia high schools who request them.
- Provides presentations at state and national conferences. These have included the U.S. Department of Education, National Association of Secondary School Principals, National Association of School Boards, Virginia Governor's Alcohol and Other Drug Conference, Greater Washington Council of Governments, Texas State School Board Association, Eastern Kentucky Alcohol/Drug-Free Celebration Seminar, Maryland Prevention Council, and the Baltimore Private School Council.
- On request produces all-night celebration simulations for state conferences. Any school is welcome to send representatives to observe or obtain hands-on experience. Call for information.
- Administers the Honor Roll program for the Virginia State Police Association. See Chapter on Honor Roll.

**THE VIRGINIA OPERATION
PROM/GRADUATION PROJECT TEAM**

Safe and Drug-Free Schools Program

Office of Student Services
Virginia Department of Education
PO Box 2120
Richmond, Virginia 23218-2120
804/225-2897
e-mail: susan.fitzpatrick@doe.virginia.gov

Northern Virginia Project Graduation (NVPG)

PO Box 10344
McLean, VA 22102
Web site: www.nvpg.org

**Celebrate Life Council of Southwestern
Virginia**

PO Box 7754
Roanoke, VA 24019
Web site: www.nhspts.org/celebratelife



OP/G Presentation Team

The Presentation Team is drawn from experienced celebration chairpersons. Members are identified through the Honor Roll program, personal contacts, and celebration visitations.

Virginia Operation Prom/Graduation Honors and Awards

Virginia OP/G is privileged to have been singled out as an outstanding program. The following awards and honors have been received:

- **Medallion Award**, Virginia Public Relations Awards Program
- **Distinguished Service Award**, Commonwealth Alliance for Drug Rehabilitation and Education (CADRE) 1990 and 1991
- **Best in Show Award**, The National Council of State Education Communicators
- **Gold Medallion Award**, National School Public Relations Association (NSPRA)
- **Distinguished Service Award**, The National Commission Against Drunk Driving (NCADD)
- **Resolution of Commendation**, Virginia Council on Coordinating Prevention
- **Outstanding State Project Award**, District 2 (Roanoke area), Community Traffic Safety Board
- **Recognition, 1991-92 Noteworthy Programs and Practices Award Program**, The Southeast Regional Center (SERC) for Drug-Free Schools and Communities. OP/G has been showcased throughout the southeast region as a model for others, is featured in the SERC Fall, 1992 publication: *Shining Stars: Prevention Programs That Work in the Southeast*.
- **Award for Excellence**, Fairfax Alcohol Safety Action Program (ASAP) and the Northern Virginia chapter of Mothers Against Drunk Driving (MADD).
- **Governor's Transportation Safety Award: Education, 1994.**
- **Governor's Substance Abuse Prevention Award, 1997.**
- **Distinguished Achievement Award**, EdPress, 1998.

THANKS!

Appreciation is expressed for the tremendous support enjoyed from the Virginia Department of Education. Thanks to them for setting such a high standard for other state agencies to emulate.

Many thanks to the Virginia State Police Association for their supportive role in making the Honor Roll Awards program a reality. They truly are the last of the "good guys." With efforts like these, our Virginia teens are the real winners!



WHY HAVE AN AFTER PROM/GRADUATION CELEBRATION?

The two highest risk nights for teens are prom and graduation. Teens attend parties throughout the year but peer pressure is highest on those two nights.

Many students feel as if they haven't really celebrated if they haven't been drinking or using other drugs. Unfortunately, some parents condone drinking parties rationalizing that since the students are going to drink *anyway*, why not provide them a place, take their keys, and watch over them? Unfortunately, the role models our students have—TV, movies, newspapers, magazines, and we, as parents and community members—all seem to send the same message: alcohol and/or other drugs are needed to celebrate an important occasion.

It is *NOT* enough to tell our students to “Just say, ‘No!’” We *must* give them an alternative to which they can and will say, “Yes!” This guide gives suggestions for planning alcohol/drug-free celebrations for these important nights in our teens' lives. **Why?** Because **we love them** and **they're worth it!** Here is a chance to give your teens a wonderful memory, keep them alive, build a tradition, **and** provide an alternative to which they can and *will* say, “**YES!**”

These celebrations are succeeding because of the commitment of the parents planning the celebrations, the backing of the schools and local governments, and the generous support of our communities. Students **like** celebrating all night with their friends and, at many schools, this has become **the** way to celebrate these special occasions. Communities throughout Virginia are reaching out to their young people with love, encouraging them to “**CELEBRATE LIFE!**” All of us working together can and have made a difference.

This guide is full of ideas and suggestions. Use what seems appropriate for *your* community and forget the rest. Use the schools as a support group **only** and incorporate students wherever you wish; but, first and foremost, use as many parents as possible.

It is hoped that ALL schools will **share** information and resources with each other. The idea is to provide a tragedy-free prom and graduation season for **ALL** teens. These celebrations are not in ANY way meant to be a competition between communities, schools or parents.

- Start early, involve as many parents as possible
- Have a plan - (Plan A, Plan B, and Plan C!) **Be flexible!**
- Security is now a priority, but keep your enthusiasm
- Remember this is for the students - food, prizes, and activities are tops with them
- **Keep it simple!**

This will be an exciting, fun event for all who are involved besides being a wonderful tradition for your school and a great memory for your teens.

Plan a celebration for *your* students—**THEY'RE WORTH IT!**

EVERYONE BENEFITS!

STUDENTS

- Because the celebration is alcohol and drug free, no one is under pressure to drink or use drugs.
- The cost to attend is minimal or free.
- At most celebrations everyone goes home with a prize or favor.
- Students will look back on this celebration as a very special night to remember.
- There's no pressure to have a date.
- Students experience a great time celebrating without the use of alcohol or other drugs.
- A tradition is established/continued which works as a positive force to combat chemical use and driving under the influence of alcohol or other drugs.

STUDENTS: GRADUATION CELEBRATIONS

- EVERY graduate has a celebration to attend on graduation night.
- All graduates are together to celebrate as a class, perhaps for the last time ever.

STUDENTS: AFTER-PROM CELEBRATIONS

- EVERY eligible student has a celebration to attend on prom night—even if they have no date or cannot afford to attend the prom.

PARENTS

- Parents know their children won't be using alcohol or drugs at this event.
- Parents know their children will not be driving drunk or drugged, riding as passengers with a drunk or drugged driver, or be on the road where an accident might occur.
- Parents know where their children are and that they are supervised.
- Parents make friends with other parent volunteers.
- Parents may think of ways to provide other alcohol/drug-free social activities for youth.
- Parents may begin to question whether alcohol always has to be part of their own celebrations and how that may influence their children's decision making regarding alcohol and other drugs.

THE COMMUNITY

- Everyone joins together to work toward a common goal.
- The community takes pride in providing a positive experience for students.
- The community sees how everyone working together **can** make a difference.

REASONS FOR BUSINESSES, ORGANIZATIONS, SCHOOLS, AND PARENTS TO HELP

- Benefits ALL students—no one is left out of the fun.
- Prevents a possible tragedy.
- Shows students they can have fun without using alcohol or other drugs.
- Gives students a good choice rather than no choice.
- Prom and graduation are the two highest-risk nights for any high school student.
- Prevents peer pressure to drink or use other drugs.
- Keeps some parents from illegally serving alcohol to minors because there is an alternative option.
- Gives parents a worry-free night when they know their students are safe.
- Reassures school administrators that the students are safe.

A RECIPE FOR A SUCCESSFUL CELEBRATION

Begin with: Loving, enthusiastic parents, a caring community, and a supportive school administration and teachers.

Add in: A large measure of planning, including workshops and sharing with other schools.

Add: Regular meetings of a steering committee to produce a fun, exciting theme.

Fold in: Lots of imagination to create fun entertainment and theme-related activities.

Sprinkle in: Creativity to make exciting inexpensive decorations.

Add: A heaping amount of donations and fundraising.

Fold in: A large amount of publicity in your community and school with a generous amount of excitement to sell LOTS of tickets to your students.

Allow these ingredients to actively work and increase in volume until the night of the celebration.

On the night of the celebration—

Finish the recipe by bringing together:

Many smiling volunteers and chaperones

Extra helpings of students' favorite foods

And a dash of security

Blend in: Lots and lots of students having a GREAT time in a noisy crowded room, doing the exciting, fun activities, enthralled by sparkling decor, winning a generous amount of prizes, and don't forget the pizza!

Serve up your goal of an All-Night Alcohol-free and Drug-free Celebration to keep the students in your school safe and tragedy free on the two highest risk nights of their lives: prom night and graduation.

This recipe is best when shared with others.

***WORKING
TOGETHER, WE
ARE MAKING A
DIFFERENCE!***



THE VIRGINIA OPERATION PROM/GRADUATION HONOR ROLL AWARDS PROGRAM

Each year all public and private high schools in Virginia are invited to submit an application for the Virginia Operation Prom/Graduation Honor Roll Awards.

The Purpose

The purpose of this recognition program is to provide an incentive for all public and private high schools in Virginia to hold alternative alcohol/drug-free celebrations for teens during the two highest risk social seasons of the year — prom and graduation — and to encourage schools to share celebration ideas for use in the planning guide and/or workshops for the benefit of everyone.

Eligibility Criteria

All public and private high schools in the state are eligible to participate. Judging is based on the use of available resources, involvement of the community, creativity, and willingness to share information and ideas.

Application Process

- Information and applications are sent to the All Night Celebration Committee at every Virginia public or private high school.
- Applications are to be mailed to:
Virginia Operation Prom/Graduation
PO Box 7754
Roanoke, VA 24019
- Supplemental materials are encouraged as they may be used in the selection process as well as for displays at workshops and in new editions of the planning guide.

Categories

Schools receiving an Honor Roll award will not be eligible to win again for two (2) years.

Awards are a minimum of \$500. Applications are judged on thoroughness and creativity. Greater consideration is given to those schools who:

- Maintain a high retention rate.
- Carry their theme through to the activities.
- Use innovative ideas to sell the students on the idea of attending.
- Involve their communities in ways other than donations.

Selection Process

- The selection committee will meet when all applications have been received by the deadline date.
- The first vote is based solely upon the written application. Supplemental materials are reviewed before following votes are taken.

The Selection Committee

The Honor Roll Selection Committee, comprised of five to seven individuals, is identified on an annual basis. Representatives of OP/G, the Virginia Department of Education and the Virginia State Police Association are usually included. Others with an interest and knowledge of the program may be invited to participate.

Awards

The Honor Roll Award includes a check of at least \$500 to be used for the following year's celebration.

Take time to apply. . . we can all use the \$\$\$\$\$\$!

THE HONOR ROLL 1990 - 2007

In 1990, the awards were funded by the **Pepsi-Cola Company**, **Virginia State MADD**, the **Virginia State Police Association**, and the **Virginia Association of Driver Education and Traffic Safety (VADETS)**.

From 1990-1993 all plaques were provided by the **Virginia Department of Motor Vehicles**. From 1991-1993 all cash awards were funded by the **Virginia State Police Association**.

Since 1994, all cash awards have been provided by the **Virginia State Police Association**.

NOTE: Schools are listed alphabetically.

1990

- **Christiansburg High School**, *Montgomery County*
- **James River High School**, *Botetourt County*
- **Madison County High School**, *Madison County*
- **Magna Vista High School**, *Henry County*
- **Park View High School**, *Loudoun County*

1991

- **Centreville High School**, *Fairfax County*
- **Franklin County High School**, *Franklin County*
- **Gloucester High School**, *Gloucester County*
- **Madison County High School**, *Madison County*
- **Martinsville High School**, *City of Martinsville*
- **Randolph-Henry High School**, *Charlotte County*

1992

- **Loudoun Valley High School**, *Loudoun County*
- **Madison County High School**, *Madison County*
- **Martinsville High School**, *City of Martinsville*
- **Northside High School**, *Roanoke County*
- **Northumberland High School**, *Northumberland County*
- **South Lakes High School**, *Fairfax County*

1993

- **Buckingham County High School**, *Buckingham County*
- **Central High School**, *Shenandoah County*
- **Colonial Heights High School**, *City of Colonial Heights*
- **Council High School, Garden High School, Grundy Senior High School, Hurley High School, Whitewood High School**, *Buchanan County*
- **Poquoson High School**, *City of Poquoson*
- **W. T. Woodson High School**, *Fairfax County*

1993 AWARDS OF DISTINCTION

These awards have no monetary value. They recognize meritorious and distinctive efforts over a period of time.

- **Madison County High School**, *Madison County*
- **Park View High School**, *Loudoun County*

1994

- **Colonial Heights High School**, *City of Colonial Heights*
- **Broad Run High School**, *Loudoun County*
- **Council High School, Garden High School, Grundy Senior High School, Hurley High School, Whitewood High School**, *Buchanan County*
- **J. J. Kelly High School**, *Wise County*
- **Madison County High School**, *Madison County*

- **Midlothian High School**, *Chesterfield County*

1994 AWARDS OF DISTINCTION

These awards have no monetary value. They recognize meritorious and distinctive efforts.

- **Fairfax High School**, *Fairfax County*
- **Middlesex High School**, *Middlesex County*
- **South Lakes High School**, *Fairfax County*

1995

- **Bath County High School**, *Bath County*
- **Langley High School**, *Fairfax County*
- **Lee High School**, *Lee County*
- **Loudoun Valley High School**, *Loudoun County*
- **Park View High School**, *Loudoun County*
- **Madison County High School**, *Madison County*

1996

- **Bishop Ireton High School**, *Private School, Alexandria*
- **Goochland High School**, *Goochland County*
- **Loudoun Valley High School**, *Loudoun County*
- **Luray High School**, *Page County*
- **Madison County High School**, *Madison County*
- **Thomas Jefferson High School for Science and Technology**, *Fairfax County*

1997

- **Broad Run High School**, *Loudoun County*
- **Luray High School**, *Page County*
- **Madison County High School**, *Madison County*
- **George Mason High School**, *City of Falls Church*
- **J.E.B. Stuart High School**, *Fairfax County*
- **Tazewell High School**, *Tazewell County*

1998

- **Douglas Freeman High School**, *Henrico County*
- **Hampton High School**, *City of Hampton*

- **Langley High School**, *Fairfax County*
- **L. C. Bird High School**, *Chesterfield County*

- **Oakton High School**, *Fairfax County*
- **Midlothian High School**, *Chesterfield County*

- **Poquoson High School**, *City of Poquoson*
- **Stonewall Jackson High School**, *Prince William County*
- **W. T. Woodson High School**, *Fairfax County*

1999

- **Bayside High School**, *City of Virginia Beach*
- **Hickory High School**, *City of Chesapeake*
- **John I. Burton High School**, *City of Norton*
- **Loudoun Valley High School**, *Loudoun County*
- **Martinsville High School**, *City of Martinsville*
- **Meadowbrook High School**, *Chesterfield County*
- **Mt. Vernon High School**, *Fairfax County*

2000

- **Brooke Point High School**, *Stafford County*
- **Jefferson Forest High School**, *Bedford County*
- **King William High School**, *King William County*
- **Madison County High School**, *Madison County*
- **Maury High School**, *City of Norfolk*
- **Orange County High School**, *Orange County*
- **Tallwood High School**, *City of Virginia Beach*
- **Virginia High School**, *City of Bristol*
- **Warren County High School**, *Warren County*
- **West Springfield High School**, *Fairfax County*

2001

- **Clover Hill High School**, *Chesterfield County*
- **L. C. Bird High School**, *Chesterfield County*
- **Loudoun County High School**, *Loudoun County*
- **Magna Vista High School**, *Henry County*
- **Menchville High School**, *City of Newport News*
- **Midlothian High School**, *Chesterfield County*

2002

- **Westfield High School**, *Fairfax County*
- **Colonial Heights High School**, *City of Colonial Heights*
- **George Mason High School**, *City of Falls Church*
- **Tabb High School**, *York County*
- **Roanoke Catholic**, *Private School, Roanoke*
- **Tunstall High School**, *Pittsylvania County*
- **Princess Anne High School**, *City of Virginia Beach*
- **Hickory High School**, *City of Chesapeake*
- **Grafton High School**, *York County*
- **J.E.B. Stuart High School**, *Fairfax County*

2003

- **Annandale High School**, *Fairfax County*
- **Atlee High School**, *Hanover County*
- **Bath County High School**, *Bath County*
- **Bayside High School**, *City of Virginia Beach*
- **Brooke Point High School**, *Stafford County*
- **Brookville High School**, *Campbell County*
- **Floyd Kellam High School**, *City of Virginia Beach*
- **Glenvar High School**, *Roanoke County*
- **Graham High School**, *Tazewell County*
- **Heritage High School**, *City of Newport News*
- **James Madison High School**, *Fairfax County*
- **Jefferson Forest High School**, *Bedford County*
- **Loudoun Valley High School**, *Loudoun County*

- **Madison County High School**, *Madison County*
- **Nansemond River High School**, *City of Suffolk*
- **Patrick County High School**, *Patrick County*
- **Paul VI High School**, *Private School, City of Fairfax*
- **Thomas Dale High School**, *Chesterfield County*
- **William Monroe High School**, *Greene County*
- **York High School**, *York County*

2004

- **All Night Long Committee** – *Albemarle, Charlottesville, Monticello and Western Albemarle High Schools*
- **Chantilly High School**, *Fairfax County*
- **Fairfax High School**, *Fairfax County*
- **Heritage High School**, *Loudoun County*
- **Herndon High School**, *Fairfax County*
- **Loudoun County High School**, *Loudoun County*
- **Marion Senior High School**, *Smyth County*
- **Massaponax High School**, *Spotsylvania County*
- **Matoaca High School**, *Chesterfield County*
- **Meadowbrook High School**, *Chesterfield County*
- **Midlothian High School**, *Chesterfield County*
- **Mount Vernon High School**, *Fairfax County*
- **Northampton High School**, *Northampton County*
- **Oakton High School**, *Fairfax County*
- **Orange County High School**, *Orange County*
- **Potomac Falls High School**, *Loudoun County*
- **Riverheads High School**, *Augusta County*
- **Robinson Secondary**, *Fairfax County*
- **Salem High School**, *City of Virginia Beach*

- **Thomas Jefferson High School**, *Fairfax County*

2005

- **Bath County High School**, *Bath County*
- **Bishop Ireton High School**, *Private School, Alexandria*
- **Edison High School**, *Fairfax County*
- **Falls Church High School**, *Fairfax County*
- **Fluvanna High School**, *Fluvanna County*
- **George C. Marshall High School**, *Fairfax County*
- **George Wythe High School**, *Wythe County*
- **Graham High School**, *Tazewell County*
- **Hopewell High School**, *City of Hopewell*
- **L. C. Bird High School**, *Chesterfield County*
- **Madison County High School**, *Madison County*
- **Monacan High School**, *Chesterfield County*
- **Northwood High School**, *Smyth County*
- **Parry McCluer High School**, *City of Buena Vista*
- **Powhatan High School**, *Powhatan County*
- **Rappahannock High School**, *Rappahannock County*
- **South Lakes High School**, *Fairfax County*
- **Tabb High School**, *York County*
- **West Springfield High School**, *Fairfax County*

2006

- **Brookville High School**, *Campbell County*
- **Bruton High School**, *York County*
- **Douglas S. Freeman High School**, *Henrico County*
- **Floyd E. Kellam High School**, *City of Virginia Beach*
- **Hickory High School**, *City of Chesapeake*
- **Hidden Valley High School**, *Roanoke County*
- **J.R. Tucker High School**, *Henrico County*
- **James Monroe High School**, *City of Fredericksburg*
- **Kempsville High School**, *City of Virginia Beach*
- **Lake Braddock Secondary School**, *Fairfax County*

- **Loudoun Valley High School**, *Loudoun County*
- **Ocean Lakes High School**, *City of Virginia Beach*
- **Page County High School**, *Shenandoah County*
- **Riverbend High School**, *Spotsylvania County*
- **Robert E Lee High School**, *City of Staunton*
- **Rustburg High School**, *Campbell County*
- **Staunton River High School**, *Bedford County*
- **T. C. Williams High School**, *Fairfax County*
- **Thomas Dale High School**, *Chesterfield County*
- **W.T. Woodson High School**, *Fairfax County*

2007

- **Bethel High School PTSA**, *City of Hampton*
- **Chincoteague Combined School**, *Accomack County*
- **First Colonial High School PTSA**, *City of Virginia Beach*
- **Forest Park HS PTSO**, *Prince William County*
- **George Mason HS PTSA**, *City of Falls Church*
- **Grayson County High School**, *Grayson County*
- **Great Bridge High School PTA**, *City of Chesapeake*
- **Lord Botetourt High School PTSA**, *Botetourt County*
- **Menchville High School PTA**, *City of Newport News*
- **Midlothian High School PTSA**, *Chesterfield County*
- **Northampton High School**, *Northampton County*
- **Northside HS PTSA After Prom**, *Roanoke County*
- **Phoebus High School PTSA**, *City of Hampton*
- **Princess Anne High School PTSA**, *City of Virginia Beach*

- **Riverheads High School**, *Augusta County*
- **Robinson Secondary School PTSA**,
Fairfax County
- **Stafford High School PTSA**, *Stafford
County*
- **William Fleming High School PTSA**,
City of Roanoke
- **Woodside High School PTA**, *City of
Newport News*
- **York High School PTSA**, *York County*

Have you applied for a share of \$10,000?? You can't win if you don't apply . . .

Virginia Operation Prom/Graduation
Honor Roll Awards Program
PO Box 7754
Roanoke, VA 24019
<http://www.nhsptsa.org/>



WHY WE SAID, "YES!"

We said, "Yes!" to supporting the *All Night Prom and Graduation Celebrations* because our students had the guts to say "NO!" to drugs and alcohol. For members of the business community, it means supporting a widespread and growing effort that cannot only change lives, but save them. To parents who dedicate untold hours of time, energy and money organizing the celebrations, it means working hard to protect the ones they love the most. To teachers and administrators, saying "Yes!" means a real victory in their fight against a seemingly invincible enemy.

None of us can change the world in one night. We just hope to change what has become an annual tragedy: losing our youth to the deadly mix of drugs, alcohol and driving, at what should be a time of celebration. If we can help save one life, or prevent one serious injury, we will have succeeded.

Perhaps these nights of sober celebrating will remind us all of our huge capacity for being able to have a great time without having to pay a great cost. Make it **THE NIGHT OF YOUR LIVES**, students. And remember, we said, "Yes!" so you wouldn't have to.

The Proud Supporters of Virginia's Operation Prom/Graduation

Work Together!

If there are several schools in the same vicinity who are all having prom or graduation celebrations, consider joining forces for some or all aspects of celebration planning and implementation. By all means, share whatever information you can with neighboring schools. It will prove beneficial to everyone. Join with other schools for fundraising.

HOLD A "GRAND FINALE" CELEBRATION

RAYSAC (Roanoke Area Youth Substance Abuse Coalition) has held a "Grand Finale" celebration each year in Roanoke. The Grand Finale Event is to recognize those students who participate in their school's after prom celebrations. This Grand Finale Event offers a new car as the grand prize, two mountain bicycles, and other quality prizes such as electronic personal organizers, televisions, ipods and gift cards. As an additional incentive to remain drug- and alcohol-free for the entire prom night, only students still present at the end of their After Prom Celebration are eligible to win these prizes. Four qualifiers and four alternates are chosen from those students remaining at the end of their Celebration. The four students are then invited to attend the Grand Finale in early June, at Valley View Mall. There they will play some "Wacky Olympic" games and be given a key to try for the vehicle. For more information: www.raysac.org.

GIVE ONE CELEBRATION FOR SEVERAL SCHOOLS

The Charlottesville City and Albemarle County schools join together to hold one joint celebration after their four individual proms, which are all held separately but on the same night. The Community Action Council coordinates, plans, and implements the After-Prom Celebration, "*All Night Long*," which is held at the University of Virginia. All festivities are free with a validated prom invitation from the student's school.

The five Buchanan County high schools join together to hold one joint After-Prom Celebration on the night of their individual proms. School staff, principals, class sponsors, school board members and parents are all involved to coordinate this effort.

FORM A REGIONAL ORGANIZATION

- **Clean Teen**
The Henry County and Martinsville City Schools have joined together to form "**Clean Teen**" and host primarily After-Prom celebrations.
- **City-wide Celebrate Life**
The Virginia Beach High Schools have joined together to form "City-wide Celebrate Life" which operates very much like Northern Virginia Project Graduation and hosts primarily graduation celebrations.
- **Northern Virginia Project Graduation (NVPG)**
Public and private schools in the Northern Virginia areas of Arlington, Fairfax, Loudoun and Prince William Counties, Alexandria and Falls Church Cities joined together to form Northern Virginia Project Graduation.

The organization provides resources and information, solicits major businesses and organizations common to all or most of the schools, and provides a grand prize for each school. Each school plans and implements their own individual celebration, but all follow the same general celebration guidelines. Each

school agrees not to solicit from the regional corporate donor list. This group has found that by working together they can more easily:

- Share information about all aspects of the celebration.
- Order items in quantity for a better price.
- Support new celebration chairpersons.
- Share facilities, decorations, and equipment between schools.
- Hold joint fundraisers.
- Obtain donations that would not be available to individual schools.
- Work with donors to distribute items equitably between schools.
- Set up deliveries for supplies to be received by all (pizza or soft drinks).
- Generate area-wide publicity.

POSTER given to all donors of the regional group as well as all donors for each of the individual celebrations. Poster background is a repeated listing of the participant schools in the regional group.

NORTHERN VIRGINIA PROJECT GRADUATION

P.O. Box 10344
McLean, Virginia 22102-8344

**We
Proudly
Support
Project
Graduation
Celebrations**



Celebrate Life!

Partners Against Underage Drinking

JUST FOR STUDENTS

Sometimes it is the students who really want to have the party, but they can't convince any organized group to help them. The class or club sponsor says the project is *too* big, but the students are determined to find a way.

YOU WANT A PARTY, BUT YOU CAN'T FIND ANYONE TO SPONSOR IT.

- Convince the class advisor(s), club sponsor(s), or principal of the need, importance, and desire to hold an after-prom or graduation celebration.
- Hold a meeting of all interested persons.
- Personally invite as many parents as possible—and get your friends to do the same.
- Personally invite as many community representatives, newspaper reporters, radio station news staff, law enforcement, DARE Officers, and community substance abuse staff as possible. Ask the class or club advisor, your school guidance counselor, or school secretary to help you find the names, addresses and phone numbers of these people.
- **Go to the meeting with a plan.** Show them a copy of this guide. Convince these people the project is needed and that students will attend. Ask for their help.

YOU TRIED GETTING THE ADULTS TOGETHER BUT THEY THINK IT'S TOO MUCH EFFORT AND NO ONE WILL COME. (They're NOT going to help.)

- Find one adult—ANY adult. Adults usually do not have to be school employees to sponsor a club or activity. (Try your mom or dad, or your best friend's mom or dad.)
- Solicit the backing of the school principal. You will need it for insurance purposes and to order and purchase supplies or equipment.
- Use this guide book and plan the party.

PARENTS ARE HOSTING AN AFTER-PROM OR GRADUATION CELEBRATION AND YOU WANT TO HELP, BUT THEY DON'T SEEM TO WANT YOU.

- Call the celebration chairperson and ask to represent students on the steering committee.
- Offer to put together a survey to find out what the students would like at the party.
- Offer to do something specific for the party.



Steering Committee Information

GENERAL INFORMATION

CELEBRATION PURPOSE: *To provide an exciting memorable evening for students in an alcohol/drug-free atmosphere; thereby providing an educational example for both students and parents. "Outwardly, the gift is the celebration. But more subtly, the gift is life, and the preservation of it." — Chuck Cascio, South Lakes High School teacher, 1987.*

A. PARENTS' ROLE

The parents of the students play the most important role in organizing the celebration. The school should be in a support and advisory role **only**, with the parents of students being the **major** planners and workers. Incorporate the use of students, if desired, in whatever way seems to suit the needs and wishes of the community.

The Virginia schools that have had problems have all had one thing in common: their failure to make use of the **parents of the students for whom the celebration is being given.**

It is also important to draw parents from a variety of school groups.

Consider the following:

- Parents of the students are more willing to volunteer their time and talents to benefit their own children—and this project will take numerous volunteers many, many hours.
- Many parents have talents, skills, and community contacts that will be invaluable in planning a celebration of this kind.
- Parents who are involved with planning are more likely to encourage their own students to attend the celebration.
- Parents who understand the concept of this celebration (and better still, are involved in helping) are not likely to give a competing party where alcohol is served to their child and his/her friends.
- The parents may provide a large portion of the financial support needed to fund the celebration. If the celebration is to be billed as "a gift from the parents," then their support and sponsorship are a must.

It is important that **no** parent be left out of

mailings giving celebration details and that **all** are welcome to help regardless of race, religion, or any other factor. **It is imperative that celebration leaders not be seen as a clique giving a party for their own children.** To be truly successful, ALL must be offered the opportunity to join in this effort. This will assure that all parents feel some ownership in the celebration and are more committed to making it a success.

It may be advisable to mail a general information letter in several languages.

This first letter to parents should be specific as to **why** the celebration is being given. It should give the details: **who is invited; who is giving the celebration; the date, time, and place the celebration will be held, student rules, cost to students, committees parents may join, other ways parents may help, and that donations will be accepted.** Stress the fact that the celebration will be a gala all-night alcohol/drug-free celebration for ALL *seniors* (graduation) or *class members* (prom or other occasion). Be sure all parents of prom-goers are informed of the purpose and understand the concept.

In some communities it is the administration or other community organization(s) that initiate these celebrations rather than parents. Parents still need to be involved since those who are helping will be more willing to encourage their students to attend **this** celebration rather than give one of their own. If a community plans to hold both a prom and a graduation celebration, each celebration usually operates as a separate entity but often coordinates activities, solicitations and prizes. NOTE: If both are held, one is usually *much* smaller than the other (fewer activities, decorations or prizes).

B. VOLUNTEERS

This is a project planned and implemented by volunteers. **The more volunteers there are, the more successful the celebration will be with more students in attendance.**

THE STEERING COMMITTEE

Choose one or more persons to be the celebration chairperson. In addition, find someone to serve as treasurer, secretary and various

committee chairs of the steering committee. This is too great a job for just a few people, so recruit as many parent volunteers as possible. **See chapter on steering committee.**

VOLUNTEER COORDINATOR

Someone needs to keep track of who has volunteered, what positions need to be filled, and where each will actually serve. There will be many times when committees will request help for which the volunteer coordinator will need to recruit volunteers. Some people will volunteer to help "anywhere they are needed," so it is important the volunteer coordinator knows all of the celebration plans and be able to match the right volunteer to the right task. **If a parent volunteers, try to find something for him or her to do!** *See chapter on volunteers.*

OTHER COMMITTEES

A variety of committees will be needed. **Make it easy on everyone—give as many people as possible a piece of the action.** Keep it simple!

KEEP GOOD RECORDS OF WHAT YOU DO AND HOW YOU DO IT AND PASS THEM ON!

All committee chairpersons should write a detailed report of their committee's activities, including recommendations for next year's celebration and give it to the incoming chairperson within one week after the celebration. A form should be handed to the committees when they first begin work with a due date no later than one week after the celebration. It's important to have a wrap-up meeting of the committee members when the reports are due. The celebration will be fresh in everyone's mind and everyone will still be euphoric over the success of the celebration. ***We know you're ready for vacation, but this is your legacy.*** *SEE APPENDIX A FOR REPORT SAMPLES.*

C. SPONSORSHIP AND/OR ENDORSEMENT

The main purpose of sponsorship/endorsement of the celebration by organizations other than parents is to obtain the free or reduced-rate use of a facility and insurance coverage, encourage participation by both students and adults, and/or

establish charitable contribution status. While there is no reason why parents acting alone cannot obtain any or all of these items, the use of established community groups may cut through red-tape faster and easier as well as save money.

If *sponsorship* seems to be appropriate, consider using more than one sponsor. It also may be important to set some standards for sponsorship or the Steering Committee and/or parents may lose control of the celebration. For instance, it may be prudent in some cases to set a minimum for either a cash donation or in-kind contribution (value of gift given or loaned) for any group, business, organization, or individual to be listed as a sponsor.

Endorsements from organizations will be easier to obtain and lend credibility to the celebration while encouraging parents, other adults, and students to take an active part in it.

A partial list of organizations or groups that may wish to sponsor or endorse a celebration of this type follows.

PTA/PTO/PTSA/SPTA. PTAs and PTOs have an already established identity and rapport with the school administration as well as the school board and/or school superintendent. They may have contacts with city or county officials which can smooth the way for anything special the celebration planners may need, including the use of facilities. They may be willing to donate money, supply volunteers, and provide food or materials. They may also be able to provide liability insurance coverage.

The Virginia PTAs are all 501(c)(3) (charitable) organizations through the Virginia Congress of Parents and Teachers and are automatically recognized as such by the Internal Revenue Service, **IF** their Employer Identification Number (E.I.N.) is on file with the state organization—so all contributions made to them by businesses, organizations, or individuals are tax deductible. (NOTE: Contributions to *charitable* organizations, including transportation expenses of volunteers, are tax deductible while contributions to *nonprofit* organizations are not.)

PTA SPONSORSHIP OF YOUR CELEBRATION REQUIRES THAT THE CELEBRATION CHAIRPERSON BE A MEMBER OF THE EXECUTIVE BOARD OF THE PTA.

- **School Booster Clubs.** Many schools have highly organized booster groups (athletic, academic or musical) that may be willing to sponsor or endorse this activity. They may be willing to donate money, supply activity equipment or personnel. Some of them MAY also be 501(c)(3) organizations.
- **Community Associations, Groups, and Organizations.** Facilities and financial support may be available through a community association or other community organization. They may also have items which can be used by the various committees (decorations, games, or casino).
- **Town or County government.** Using a governing body as a co-sponsor may allow the use of facilities that are unavailable to the general public. For instance, in some areas certain facilities may only be used on particular nights. Since graduation exercises or proms don't always fall on the night when the facilities may be used, having the governing body co-sponsor the event may mean a special-exception use-waiver for the facility.
- **Churches.** In many communities, churches may be a natural sponsor of this event because celebration purposes fit within most church activity guidelines. Churches may be willing to provide activity equipment, donate money, provide personnel, or prepare food.
- **Celebration facility.** The organization or business that controls the building where the committee wishes to hold the celebration may be willing to co-sponsor the event and may offer free or reduced rate use of their facilities. They may also provide additional liability insurance through existing policies and may provide some support personnel, both before and after the event as well as throughout the night.
- **Celebrities.** Depending on the school area

and the families of the students, celebrities from all fields (entertainment, sports, politics) may be available and may give a real boost to attendance. However, it is important to **keep in mind that the real celebrities should be the students.** If the celebration will be overshadowed by TV coverage of a particular personality, perhaps attendance by that celebrity should be limited to pre-celebration publicity.

For additional information on 501(c)(3) status, or sales tax, see the section on LEGAL MATTERS.

D. COMMUNITY SUPPORT

The support of the local community or communities represented in the school is important for both the first celebration and all succeeding celebrations. Persons who hear about the celebration will offer advice and assistance and will help to build enthusiasm for future celebrations. The more enthusiasm that is generated, the better the celebration will be. Clubs, churches, civic and business organizations can all make announcements or run items in their newsletters that may generate support in the form of cash donations, prepared food, door prizes, equipment, volunteers, and supplies.

Many community service organizations (Optimist, Rotary or Lions Clubs are always looking for speakers for their monthly breakfast/lunch/dinner meeting and would be pleased to have someone (chairperson, donations chairperson, or publicity chairperson) be their guest speaker.

The community will respond to the fact this is an alcohol/drug-free alternative celebration with the object being to have every student alive and well the morning following the celebration. While publicity geared toward the students should focus on the fun and games, students should be **well aware** of the celebration objectives: this is an alcohol/drug-free celebration and NO alcohol or other drugs will be tolerated before or at the celebration.

Madison County High School, *Madison County*, makes its community aware of this event by placing an entry in the local July 5th parade.

Students ride on the float using that year's celebration decorations. Signs on the sides of the float read: "Celebrate Life. Alcohol/Drug-Free Activities." Madison County High School reports the crowd reads the caption and applauds the purpose. "We felt this was an innovative way to further promote the non-use of alcohol and other drugs to our public."



E. SCHOOL SUPPORT

The support of the school administration/faculty and school board is extremely important. The administration and faculty can help promote the celebration to students providing the perfect opportunity for the parents and teachers to work together. It is, therefore, important to keep the faculty well informed of the purpose, rules, and planned activities.

The school can help with publicity by allowing posters to be placed in prominent places in the building. Most faculty members are willing to wear buttons to advertise the celebration. Many teachers and staff members also may be willing to work at the celebration and those who volunteer will probably have as good a time as students. The school will probably be able to provide help disseminating information to both students and parents. While it is true that the parents alone could manage this, working with and through the school will save much time and energy.

Schools will differ in what they have available. This is a partial list of what they MAY be able to provide:

- Sets of class mailing labels
- Places to hang posters
- Bulk rate mailing permit
- Laminating materials
- Printing materials
- Artistic assistance
- Publicity with students
- Contacts with community groups
- Class list (including parents' names) with phone numbers and addresses (directory

information **only**)

- Space in newsletter for articles before and after celebration
- Facilities to hold celebration and/or committee meetings
- Use of copy machines, opaque projectors, overhead projectors or lettering guides
- Individual and/or group pictures of students
- Storage space for supplies and decorative items between celebrations.

Some school departments and/or teachers MAY be willing to work projects into the curriculum IF given enough lead time. Following are a few ideas—be creative, there are lots more!

- *Woodworking Shop:* Build or refurbish carnival games, casino equipment, candid backdrops or props
- *Photography Dept.:* Take, develop and/or enlarge publicity and I.D. photos
- *School Newspaper and/or Yearbook Staff:* Publicity, ads, articles, copies of yearbook photos
- *Print Shop:* Print letters to parents, letters to businesses, thank you posters or certificates, thank you notes or letterhead
- *Home Economics Department:* Make party foods, sew costumes for photo booth
- *Art Department:* Develop celebration logo, create posters, create candid photo backdrops
- *Drama Department:* Murals, backdrops for wall decor, games, candid photos
- *Marketing Class:* Develop promotional materials which will appeal to fellow students
- *Special Education:* Don't forget to include any student who may have special needs. Invite their parent(s) or a teacher who could help make their night memorable.

G. STUDENT SUPPORT

It is important to start early to build enthusiasm among the students. Some communities ask the students for activity and prize ideas while others keep all celebration preparations, including the theme, a secret; some celebrations are organized and run by students. Use whatever approach seems to fit the needs and wishes of **your** community.

Use student leaders to help with publicity through school P.A. announcements or use student photos on posters advertising specific activities. If some of the student leaders don't respond or respond negatively, don't get discouraged, there are other students who **will** be extremely enthusiastic. The first year is the hardest; after that, the celebration will sell itself to future classes and they will come forward to give unsolicited suggestions for "their" celebration.

To encourage reservations and as an incentive for early sign-ups, consider:

- Posting a list of all who have paid or made reservations as soon as approximately 10 percent of the eligible students can be listed. Update the list frequently. Eventually, it will be the "in" thing to have one's name on "the" list.
- Posting the reservations list on a theme-related poster or banner such as port holes for cruise, records for a rock theme, fish or beach balls for a beach theme, "take" boards or film for movies, banner behind airplane, or steam from train for travel theme.
- Displaying prizes in a trophy case or via Web site and celebration activity posters.
- Holding cash or other prize drawings (principal's parking space or movie passes).
- Giving T-shirts Note: Grad celebrations usually give T-shirts as publicity *before* the celebration, post-prom celebrations given T-shirts *after* the celebration as proof the students' attended.

Set a goal (tell the Steering Committee, NOT the students) by which the first year's success can be measured; perhaps 50 percent of the class—and then let the excitement build as the reservations exceed that percentage. Beginning a new tradition is a challenge, but it will be exciting to watch the percentages grow on a yearly basis.

G. T-SHIRTS

T-shirts are liked by most students (and adults, too!) and are available with custom logos from a number of sources at a reasonable cost. Coordinate with the Senior Class Officers if they are also sponsoring a T-shirt sale.

Some ways to use T-shirts:

- Give them as students sign up for the celebration—may increase early registrations, helps publicity, can be "uniform" or "ticket" for the celebration.
- Give them to the first students (set the number) who enter the celebration—an incentive to arrive early.
- Give them to all who stay till breakfast—lets parents know if their child really spent the night at the celebration (particularly good for prom celebrations).
- Give them as door prizes.
- Sell them to parent volunteers and teachers.
- Print one color for students, another color for adults.
- Use for publicity.
- On back of shirt, list names of all donors who donate a set amount to the celebration.
- Hold a contest for best T-shirt design and offer a monetary prize if their design is chosen as the winner.

H. VIDEO OF CELEBRATION

Consider videotaping the celebration for your school's future celebration planners as well as giving a copy to classes for future reunions. Video cameras are widely available for rent if no one on the committee owns one. If a professional is hired, be sure to agree on what is to be taped and whether anyone else may take photos or videos during the celebration. Some professionals, hoping to sell lots of copies, show basically student faces with a background song and very little of the real celebration activities and demand exclusive photo rights. This method is good for the videographer's sales but not for the record keeping of the committee.

I. BORROWED ITEMS

Many people will be willing to loan items for use at the celebration. Be sure to return items promptly and in the same condition you received them. Consider designating one person to return all borrowed items after the celebration or having a day designated for pick-up of loaned items **by lenders**. This seems like an insignificant problem until one is faced with returning 50 to 100 strings

of miniature Christmas tree lights (and making sure they are all still working!). If the task is left to the chairperson, it may seem overwhelming; making this be the only duty of another volunteer seems more manageable. SEE CHAPTER ON CLEAN-UP.

J. THEMES AND ACTIVITIES

The most successful of these celebrations seem to be the ones that tie all of their activities and decorations into one single theme. They use the same basic games or activities each year, but make them match the current celebration's theme by changing the names or targets. SEE CHAPTERS ON THEMES, ACTIVITIES, and DECORATIONS.

K. SAMPLE CELEBRATION SCHEDULE:

*Adapt schedule for **your** celebration and **your** community.*

- 11:00 p.m. - 12:00 Midnight Check in
- 11:00 p.m. - End of celebration music, at least in main area
- 11:00 p.m. - 3 or 3:30 a.m. Activities, snack food
- 12:00 p.m. - 4:00 a.m. Draw for door prizes
- 3-3:30 a.m. - 4-5:30 a.m. Special "lag-time" activity

- 5:00 a.m. - End of celebration Breakfast
- 5:30 a.m. - End of celebration Distribution of door prizes
- Special activity (auction, raffle, "Womanless Beauty Contest," "Academy Awards,"...)
- Redrawing of unclaimed door prizes
- Grand prize drawings.
- End of celebration "Hail and Farewell" (class or student government president says good-night or *at grad celebrations* invites everyone to attend future reunions.)

L. AFTER THE CELEBRATION

When the last student walks out the door the celebration may be over, but there are still things to be done:

- Clean-up.
- Thank You's!
- Evaluation and committee reports need to be written by **every** chairperson. See the Appendix for samples.
- All bills must be paid.
- Transition to next year's committee.

RELATIONSHIP WITH PTA/PTSA

Agreeing to have your school's PTA sponsor the all-night alcohol/drug-free prom or graduation celebration can have many benefits, but also involves some responsibilities for the celebration committee. Sponsorship by a PTA means that the Celebration Chair must be a member of the Executive Board of the PTA. Since the After Prom/After Grad committee is part of the PTA, it operates as any other committee, allowing the procedures of the PTA to handle many of the administrative responsibilities, while the After Prom/ or After Graduation Committee concentrates on the organization of the celebration.

BENEFITS of PTA sponsorship of all-night alcohol/drug-free prom/graduation celebrations:

- Use of PTA liability insurance.
- Recognized channels of communication between PTA and principal, superintendent or school board.
- Automatic charitable tax status (ALL donations (NOT ticket sales) are legal tax deductions for donors.) (Local PTA is under the state PTA which is under the national PTA umbrella.)
- Credibility and validity in community.
- PTA treasurer files I.R.S. forms—including celebration information. NOTE: PTO's do not have access to the liability insurance policy mentioned above and may or may not be officially classified as a 501(c)(3) charitable organization by the I.R.S.
- In Virginia, sponsorship of this project by a 501(c)(3) organization will exempt the committee/PTA from paying Virginia sales tax on items purchased for the celebration. See [section on Taxes in LEGAL MATTERS](#).
- **RESPONSIBILITIES** of celebration committee to PTA:
 - Report on a *regular* basis to your PTA Board.
 - Each committee chairperson (including Celebration Chairperson) **MUST** be a dues paying member of the PTA.
 - **The PTA president is the ONLY person authorized by PTA by-laws to sign contracts that obligate the PTA.** NOTE: Signing

contracts automatically binds the PTA through its insurance policy. If a lawsuit should be filed, the PTA will be named and it is their policy that will be used to pay attorney fees, court costs, or damages.

- **Vendor's Liability Insurance Policies.** The PTA must be a named “co-insured” on the liability policy of those with whom you have contracts. Be sure you have a copy of the vendor’s liability insurance policy for your records. This includes all activity vendors and any food vendors. These copies should remain with the contracts and be kept as part of the celebration records.
- **Checking Accounts.** The PTA *may* agree to a separate checking account for the celebration committee, but the account **MUST** carry the PTA's Employer Identification Number (E.I.N.), and be the responsibility of the PTA Treasurer. If the PTA has purchased a bond, the PTA treasurer (and anyone else able to sign checks) should be named in the bond.
- **Fundraising.** Coordinate fundraising plans with the PTA board, to ensure there is no conflict with PTA by-laws, state PTA rules, a regular PTA program, fundraising effort, or a school function. If licenses are needed, obtain permits and give copies to the PTA treasurer. Be sure all required follow-up reports and paperwork are filed with the proper officials in a timely manner. Give the PTA treasurer a copy of *EVERY* report filed as well as a **detailed** financial report of the event.
- **Excess Funds at end of Celebration:** Agree with the PTA president/board *in advance* about what will happen with any left over items or cash. **EXCESS FUNDS MAY NOT BE PLACED IN THE GENERAL PTA FUND UNLESS DONORS WERE MADE AWARE OF THIS WHEN THE DONATION WAS SOLICITED.** A balance can be left for next year's All Night Celebration Committee to pay deposits and start up costs. Small thank-you gifts may be purchased for the school and/or facility that provided support services, as an expense of the celebration. Funds **CANNOT** legally be left for the use of the class at a future reunion.

REMEMBER: It is against Virginia law to solicit for one purpose and use the funds or items for another purpose. Unless otherwise stated in fundraising letters and publicity, all funds and items received for the celebration *must* be used for that purpose or carried forward to next year's alcohol/drug-free celebration

Financial Records and Tax Forms. Keep complete and detailed financial records. Everything **MUST** be given to the regular PTA treasurer for completion of filing requirements to the state PTA, Virginia Dept of Taxation, and the IRS. See chapter on LEGAL MATTERS for details of necessary paperwork.

FROM THE VIRGINIA CONGRESS OF PARENTS AND TEACHERS

Can a PTA work with another group in a cooperative project such as an after-graduation/prom celebration?

Yes, a PTA may work with another group and bear its share of the costs of a cooperative project; however, projects are required to be submitted for approval to the voting body of the local unit. If funds are required for the project, the local PTA may bear its share of the expenses. It should not make any financial commitment until and unless the expenditure of a definite amount is approved by the executive committee and authorized by the proper voting body.

When a PTA participates in a joint endeavor, it must make sure the rules of procedure or bylaws of the PTA do not conflict with the bylaws of the organization with which they are cooperating. If there is a conflict, the PTA should withdraw from participation in the event. (National PTA Handbook, p. 10)

Does an after-graduation/prom celebration have to be approved by the general membership of a PTA?

Yes, "projects are required to be submitted for approval to the voting body of the local unit." (National PTA Handbook, p. 10)

Why is it so important that a PTA be made fully aware of any financial accounting of the after-graduation/prom celebration committee?

Should a PTA GROSS over \$25,000 (which includes any monies collected by the After-Graduation/Prom Committee), the PTA treasurer and president must complete and submit a 990 Form to the IRS. Failure to comply with this requirement could mean the loss of the nonprofit/charitable status of the PTA. Since the PTA President must sign the 990, he/she should be fully aware at all times of the financial activities of the PTA which includes the financial dealings of the After-Graduation/Prom Committee.

What responsibility does a chairman of the after-graduation/prom celebration have to the PTA?

- The celebration chair **MUST** be a member of the local PTA Executive Board.
- The chair should present a plan of work to the PTA Board for approval, as stated in the PTA bylaws.
- The celebration chair should present to the PTA executive board a financial plan which is to be included in the PTA budget and approved by the PTA general membership.
- The celebration chair should give a report at each PTA Executive Board meeting on committee finances and an update of activities.

Does PTA bonding insurance cover the celebration chair or After Grad/After Prom committee?

Yes, PTA bonding insurance covers ALL volunteers who handle money. This is in agreement of policies outlined on page 11, National PTA "Money Matters:" "It is in the best interest of the PTA to have the treasurer and all other persons authorized to handle funds and securities of the organization covered by a fidelity bond in the amount determined by the executive committee."

REMEMBER: *ALL* of the record keeping **MUST** be done whether or not your PTA sponsors the celebration. The only real restriction is who can sign the contracts, and that is because the PTA's insurance is on the line if there is a problem.

LEGAL MATTERS

THIS INFORMATION IS MEANT TO BE A GUIDE ONLY. IF YOU ARE UNSURE ABOUT ANY ITEM, CONSULT AN ATTORNEY.

Many attorneys will work with the celebration organizers on a pro-bono basis as their donation to the celebration. If possible, find an attorney who has a student in your school. Remember to keep the questions strictly related to celebration matters and to **give the attorney or law firm credit for their donation at their regular billing rate.**

CHECKING ACCOUNTS

Your celebration will need a checking account. ALL banks *require* an identification number to open a checking account. This number should be an Employer Identification Number (E.I.N.) [sometimes referred to as your “Federal I.D. number”] issued by the Internal Revenue Service. **Under NO circumstances should an individual's Social Security number be used as the identifying number on the committee's checking account.** If the celebration is sponsored by the PTA or another organization, their E.I.N. should be used. This number remains with the account and is passed on from year to year. If your committee needs to obtain its own I.D. number, see below for information.

If your celebration is sponsored by another organization be sure to check with that organization concerning the number of signatures required per check. This organization may also have requirements concerning bonding of officers. If the celebration is not sponsored by an outside group, consider purchasing a bond to cover the amount of *cash* that flows through this account annually and the persons who have access to this cash (persons with access to the checking account or donations committee). Check with an insurance agent for particulars.

EMPLOYER IDENTIFICATION NUMBER

An Employer Identification Number or E.I.N. is easy to obtain from the I.R.S. by filing Form SS-4. You can get an E.I.N. quickly by applying online,

www.irs.gov, or by calling. You can fax a completed Form SS-4 to the service center, and they will respond with a return fax in about one week. The E.I.N. is sometimes referred to as a Taxpayer Identification Number or T.I.N.

If your celebration is NOT sponsored by another group, the celebration committee treasurer should apply for an E.I.N. from the I.R.S. This number should then stay with the celebration committee regardless of changes in committee members, bank accounts, or banks. However, if an organization (such as the PTA) becomes the sponsor, the number on the bank account should be changed to that organization's E.I.N.

TO OBTAIN AN E.I.N.

- Obtain Form SS-4 by calling 1-800-829-3676.
- Fill out Form SS-4 **completely**—including:
- Name of Applicant: organization's "True legal name," and address.
- Entity Type: check *Other nonprofit organization*: "Substance Abuse Prevention."
- Reason for applying: check Banking Purpose: "Checking."
- Organization's starting date and fiscal year must be given (Questions 10 & 11).
- Principal activity or service: "Educational—Substance Abuse Prevention."
- Answer **ALL** questions. Some will be "N/A" (not applicable).
- Call 1-866-816-2065, Monday through Friday, 7:30 a.m. - 5:30 p.m. local time. You will be asked to read information from the **completed** Form SS-4.
- You may begin using the number as soon as it is issued.

NONPROFIT vs. CHARITABLE

All celebration committees are nonprofit—no individual or group will make a profit. However, donations to *nonprofit* organizations are NOT *legal charitable* deductions in the eyes of the I.R.S. To be classified as a *charitable* organization— **The organization must be so designated by the I.R.S.** —and, then donations made to the organization are *legal* tax deductions. However, the organization will NOT need to *pay* income taxes, but *may* need to report information to the I.R.S.

The celebration MAY be *charitable* **IF** it meets one of the following:

- **The celebration is sponsored by the local school PTA AND the local PTA has filed the Employer Identification Number (E.I.N.) with the State PTA Treasurer.** NOTE: In this case the PTA's E.I.N. should be on the celebration account. All local PTA's are automatically part of the 501(c)(3)—charitable—filing of the state and national PTA organizations **IF** the local PTA has filed their E.I.N. with the state PTA treasurer.
- **The celebration committee has filed and been granted 501(c)(3) status by the I.R.S. in its own right.**

TO OBTAIN 501(c)(3) STATUS FOR YOUR COMMITTEE:

Obtain I.R.S. Publication #557 (Tax-Exempt Status for Your Organization) and Package #1023 (Application for Recognition of Exemption). Establish By-Laws (*certain items are REQUIRED to be included*). Forms 8718, 1023, and 872C along with *ALL* of their pertinent documentation **must** be filed. The organization will also need its own Employer Identification Number (see above).

Obtain a "Business Registration Guide" from the State Corporation Commission, Corporate Operations Division Office, P.O. Box 1197, Richmond, VA 23218-1197 or call (804) 371-9733.

NOTE: The organization must be *legally* established (incorporated or formed according to *state* statutes) BEFORE filing the I.R.S. forms. *Both the I.R.S. and Virginia require particular wording on this form.*

There are fees connected with much of this filing. Most are one-time fees. Read everything carefully. **It is HIGHLY recommended that you have an attorney read over everything you file for 501(c)(3) status.** HINT: This status will probably not be granted *unless* you are providing substance abuse *education and prevention* information—to *students, parents, and the community*. **Use the word "celebration," NOT "party."** Since IRS Form 1023 must be filed in a timely manner, obtain all packets before doing *anything*. **Keep copies of EVERYTHING sent to the I.R.S.!!!!** Expect the I.R.S. to ask for clarification on at least one item before anything is granted.

INCOME TAX

All celebrations are nonprofit and, therefore, should not be subject to state or federal income tax. HOWEVER, if the **value** of all donations—**goods, services and cash**—from all sources, totals \$25,000 to \$100,000, a federal tax form 990EZ (Short Form Return of an Organization Exempt from Income Tax) **MUST** be filed along with all pertinent documentation and, in some states (NOT Virginia), a state informational form also must be filed. If the value of all donations exceeds \$100,000, the long Form 990 **MUST** be filed. **These forms must be filed no later than the 15th day of the 5th month following the end of the fiscal year for your committee or sponsoring organization.**

NOTE: Regional organizations also must track the value of goods, services, and cash donated to them for distribution to individual schools and may need to file I.R.S. Form 990.

- **If your committee is sponsored by the PTA,** be sure to give all pertinent information (what you received, who gave it, how much it was worth [ask the donor for a value if it is not apparent], and who received it if it was given away) to the PTA treasurer to be combined with other PTA financial information so that a determination can be made regarding the need to file Form 990. **The PTA must combine your committee's income with the other PTA income to determine whether an I.R.S. form must be filed.**

- **If your committee is sponsored directly by the school** where all money goes through the school's finance officer, be sure to comply with all of the school's requests for information.
- Gross income (includes donations – cash, goods, AND value of services, ticket sales, and fundraisers) **up to \$24,499.99: NOT required to file a form. Between \$25,000.00 and \$99,999.99: REQUIRED to file Form 990 EZ.** Gross income (includes donations—cash, goods AND services—plus tickets and fundraisers) of **\$100,000.00 and over: REQUIRED to file Form 990** (long form).

NOTE: GROSS income is the value of **EVERYTHING** your committee received **BEFORE** expenses.

To file IRS Form 990 (long or short form), you will need:

1. Beginning AND ending checking account balance. Be sure the checkbook has been reconciled when giving this amount. Do NOT use the current bank statement balance because some checks may not have cleared.
2. Amount of each check, plus receipt for the item paid. Each receipt must note exactly what was purchased and/or how the item was used. Depending upon whether the long or short form is used, the treasurer may need to break amounts down into categories (supplies, postage or printing) and then again by: program services, management and general, or donations, listing them as cash or in kind.

For example, printing bills must note whether they were for fundraising or program services. Letters to donors or letterhead to be used for donation letters would be fundraising expense while a letter to parents (or letterhead for this purpose) would be program services. All items would need to be categorized in a similar manner.
3. **A list of every donation:** cash amount or item and value of item plus name and address of donor.
4. **A list detailing prizes:** state item, value and to whom it was given. The treasurer may not need this for every item, but it is better to over

document than to have to try to go back and reconstruct accounts. Large value items *must* be detailed—particularly if the donor is issuing a 1099 for the item (i.e. cars, airline tickets or trips.)

5. **Complete record of ALL fundraising efforts.** Include gross income, expenses incurred as well as profit made.
6. **Ticket sales.** Include any free tickets given.
7. **Copies of all contracts and vendors' liability insurance policies.**

SALES TAX

Virginia Tax Code 58.1-609.8, #42 typically allows a sales tax exemption for these celebrations: “tangible personal property purchased for use or consumption by any nonsectarian organization exempt from taxation under 501(c)(3) of the Internal Revenue Code which is organized exclusively for the purpose of providing education, training, services, assistance, and support to elementary and secondary educational institutions, using the methods now in common use by parents and teachers organizations throughout the Commonwealth.” *At the time of this writing, this exemption is effective for a 3 year period beginning July 1 and ending July 1. Keep up with this tax law.* Therefore, **Items purchased by 501(c)(3) organizations for After-Prom and All Night Grad Celebrations ARE currently exempt from Virginia state sales tax.** Other states may have different rules.

To avoid paying the tax, you MUST present a letter from the VA Dept. of Taxation, Richmond, VA 23282. Celebrations sponsored by their PTA can get a copy of the letter issued to the State PTA from their school PTA board.

SALES TAX QUESTIONS:

Virginia Department of Taxation,
Sales and Use Tax Department,
PO Box 26626, Richmond, VA 23261-6626

LICENSES

SOLICITATION LICENSE

Check to see if your state requires a solicitation license. If it does, is your organization eligible for an exemption? There also may be county and/or city licenses required. Having the proper license

(or exemption) will eliminate receiving a warning from the state, county, or city threatening a penalty for noncompliance.

The Virginia Solicitation of Contributions Law requires all organizations wishing to solicit for a charitable purpose in Virginia to file Form 100-A with that office thirty (30) days prior to any solicitation. This one-time exemption certification also exempts each organization that files from obtaining a solicitation license from any Virginia counties or cities where they may wish to make appeals.

The following excerpts are included for your information.

Section 57-48 states: "Solicit and solicitation mean the request or appeal, directly or indirectly, for any contribution on the plea or representation that such contribution will be used for a charitable purpose, including, without limitation, the following methods of requesting such contribution:

- Any oral or written request;
- Any announcement to the press; over the radio or television, or by telephone or telegraph
- The distribution, circulation, posting or publishing of any handbill, written advertisement or other publication which directly or by implication seeks to obtain public support
- The sale of, offer or attempt to sell, any advertisement, advertising space, subscription, ticket, or any service or tangible item in connection with which any appeal is made for any charitable purpose or where the name of any charitable or civic organization is used or referred to in any such appeal.
- "Solicitation" as defined herein, shall be deemed to occur when the request is made, at the place the request is received, whether or not the person making the same actually receives any contribution."

The celebrations fall into the qualifications as stated in the Code of Virginia (1950) and amended, Section 57-60.A.1.: "Educational Institutions that are accredited by the Board of Education, by a regional accrediting association or by an organization affiliated with the National Commission on Accrediting **any foundation**

having an established identity with any of the aforementioned education institutions..."

Section 57-52: "...If the Commissioner determines that any charitable or civic organization not registered with his office and not exempt from registration, irrespective of whether such organization is subject to the jurisdiction of this Commonwealth, has solicited or may be soliciting in this Commonwealth, directly or indirectly...(by whatever means)...he may, after ten days' written notice mailed to the ... organization, cause to be printed in one or more newspapers published in this Commonwealth a notice in substantially the following form: "WARNING—UNREGISTERED CHARITABLE SOLICITATION. The organization named below has solicited contributions from Virginia citizens for allegedly charitable purposes. It has not registered with or been granted the appropriate exempt status by the Commissioner as required by law. Contributors are cautioned that their contributions to such organization may be used for non-charitable purposes."

Section 57-57, D: "...No person shall represent or imply that a contributor will be entitled to an income tax deduction for his contribution unless a signed opinion of counsel or an I.R.S. ruling or determination letter holding gifts to such organization to be deductible has been obtained."

Section 57-57, G: "No charitable ... organization shall accept any contribution exceeding five dollars in cash or tangible property without providing, on request of the donor, a written receipt acknowledging such contribution on behalf of the organization."

Section 57-57, J: "No charitable or civic organization shall allow a professional solicitor to solicit on its behalf if the professional solicitor has not registered pursuant to Section 57-61."

Section 57-57 N.: "*No person shall use or permit the use of the funds raised by a charitable solicitation for any purpose other than the solicited purpose* or, with respect to funds raised by general appeals, the general purposes of the charitable or civic organization on whose behalf the solicitation was made."

Section 57-59: Enforcement of chapter; penalties.

"A. Any person who willfully and knowingly violates or causes to be violated any provision of this chapter, or who shall willfully and knowingly give false or incorrect information ... in filing statements or reports required by this chapter, whether such report or statement is verified or not, shall be guilty of a misdemeanor, and upon conviction thereof, shall be sentenced for the first offense to pay a fine of not less than \$100 and not more than \$500 or undergo imprisonment for not more than six months, or both, and for the second and any subsequent offense to pay a fine of not less than \$500 and not more than \$1000 or to undergo imprisonment for not more than one year, or both."

Section 57-60 (a): "The following persons shall be exempt from the registration requirements ... but shall otherwise be subject to the provisions of this chapter: (1) Educational institutions that are accredited by the Board of Education, by a regional accrediting association or by an organization affiliated with the National Commission on Accrediting, the Assoc. Montessori Internationale, the American Montessori Society, or the Virginia Association of Independent Schools, any foundation having an established identity with any of the aforementioned education institutions, ..."

Section 57-61.1: Time and effect of registration.

"A. Registrations ... are effective, if complete, upon receipt by the Commissioner..."

Section 57-63. Local ordinances. "(a) The governing body of any city, town or county may ... provide for the regulation and licensing of charitable or civic organizations soliciting within the city, town or county, and for penalties for violation thereof..." "(a)(2) No charitable organization exempt from registration under Section 57-60 (a)(1) ... shall be required to be licensed (by the locality) ..."

Most high schools in the state filed forms during the 1991-92 school year. If your school has opened since then, be sure to check to see if your school is registered.

TO REGISTER: (NOTE: *This must only be done one time.* The exemption lasts the life of the school. **The school, however, should periodically update its list of recognized organizations and groups that support the school by sending in a new letter to the state agency.**)

The following forms **MUST** be filled out and returned to VA Dept. of Agriculture and Consumer Services, P.O. Box 526, Richmond, VA 23204-0562 18-0526.

- **Remittance Form for Charitable or Civic Organization**
- **Form 100-A** (Check YES to Box 6 and 6A and NO to Box 6B); have signature on back page notarized.

The following items **MUST** be attached:

- **Check** made payable to "Treasurer, Commonwealth of Virginia."
- **Copy of Accreditation Certificate** (This is your school's accreditation certificate; obtain from school principal.)
- **Letter from school principal** acknowledging the organization's support of the school. This must be an original on school letterhead signed by the principal and may be as simple as: "This is to certify that _____ (name of all night celebration organization/committee) supports _____ high school."
- **A current financial statement: A copy of the signed and completed IRS Form 990 or 990EZ—IF** required by the I.R.S., a *certified treasurer's report for the past fiscal year* (to certify simply have the treasurer write "I certify this to be a true copy of the financial statement of _____ organization for the ____ school year. [signed] _____, Treasurer, ____ [date signed]). Exception: if newly organized with no financial history, send a budget for the current fiscal year.
- **Current listing of the officers, directors or trustees**, including their names and addresses. (Steering Committee) The following items must be sent IF they are pertinent:

- **Signed copy of all current contracts with any professional fund-raising counsel or solicitor**
- **Copy of the certificate of incorporation, articles of incorporation** or other governing document
- **Copy of organization's bylaws and any amendments**
- **Copy of I.R.S. tax exempt status notification letter [501(c)(3) designation]** or copy of completed application, if pending

Regional groups formed to solicit for a number of schools collectively may also qualify for the exemption. NOTE: This is in addition to each school filing for their own exemption.

- File all of the information listed above **except** that, **in addition**, the regional group **must** supply:
 - One letter from the principal of **each** school it represents acknowledging the regional organization's support of the school.
 - A copy of the accreditation certificate from **each** school it represents.
- If this exemption is not obtained, regional groups must then file Form 102 **annually** with approximately 16 pieces of documentation, an initial filing fee, and an annual fee, depending on the value of the group's gross contributions.

If you have questions or would like a complete Virginia Solicitation of Contributions Law packet write or call:

(804) 786-1343
 Office of Consumer Affairs
 Virginia Dept. of Agriculture and Consumer Services, P.O. Box 526
 Richmond, VA 23218- 0526

VIDEO LICENSE OBTAINING PERMISSION TO USE VIDEOS (MOVIES) AT THE CELEBRATION

ALL celebrations that plan to use commercial videos (major Hollywood movies) **MUST** have a

license. It doesn't matter how or where the video is obtained, a one-night license **MUST** be purchased from the Motion Picture Licensing Corporation.

The Motion Picture Licensing Corporation (MPLC) is an independent copyright licensing service exclusively authorized by major Hollywood motion picture studios to grant Umbrella Licenses to corporate entities and any other organization or institution (both profit and nonprofit), as well as federal, state and local government, for the public performance of home videos and DVDs. For information (or to discuss fees) call, write or visit:

Motion Picture Licensing Corporation
 5455 Centinela Avenue
 Los Angeles, California 90066
 (800) 462-8855 (in CA: 310-822-8855)

e-mail: info@mplc.com
 web page: www.mplc.com

THE COPYRIGHT LAW (This information comes directly from the Motion Picture Licensing Corporation.)

*“By law, as well as by intent, the pre-recorded videocassettes and videodiscs DVDs which are available in stores throughout the United States are **for home use only**— unless you have a license to show them elsewhere.*

The *Federal Copyright Act* (Public Law 94-553, Title 17 of the United States Code) contains simple, straightforward rules governing showings of *video* material. These rules are summarized in the following paragraphs:

- The rental or purchase of a videocassette or DVD *does not* carry with it the right to show it outside the home (Section 202).
- DVDs and videocassettes may also be shown, without a license, in the home to "a normal circle of a family and its social acquaintances" (Section 101) because such showings are not "public."
- DVDs and videocassettes may also be shown, without a license, in certain narrowly defined "face-to-face teaching activities (Section 110.1) because the law makes a specific,

limited exception for such showings. *There are no other exceptions.*

- **All other showings of DVDs and videocassettes are illegal unless they have been authorized by license.** Even "performances in 'semipublic' places such as clubs, lodges, factories, summer camps and schools are 'public' performances subject to copyright control" (Senate Report No. 94-473, page 60; House Report No. 94-1476, page 64).
- Businesses, institutions, organizations, companies or individuals wishing to engage in non-home showings of DVDs & videocassettes *must* secure licenses to do so—*regardless* of whether an admission or other fee is charged (Section 501). This legal requirement applies *equally* to profit-making organizations and nonprofit institutions (Senate Report No. 94-473, page 59; House Report No. 94-1476, page 62).
- Showings of DVDs & videocassettes without a license, when one is required, are an *infringement of copyright*. If done "willfully and for purposes of commercial advantage or private financial gain," they are a *Federal crime* (Section 506). In addition, even innocent or inadvertent infringers are subject to *substantial civil damages* (ranging from \$500 to \$20,000 for each illegal showing) and other penalties (Sections 501-505)."

EXHIBITION QUESTIONS & ANSWERS

"Anyone showing videocassettes or DVDs at any place outside the home requires a license. While each business, institution, organization or government body is unique in its respective way, they share common questions regarding the showing of videocassettes. Below are some frequently asked questions.

Q. We own the pre-recorded home videocassettes we would like to exhibit. Are we required to have a public performance license to show them?

A. Yes. The mere purchase or rental of a pre-recorded videocassette does not carry with it the right to exhibit. You are required to have a public performance license.

Q. We are a nonprofit organization. Are we required to be licensed?

A. Yes. The legal requirement to be licensed for public performances of videocassettes applies equally to nonprofit and profit-making organizations.

LICENSED CHARACTERS - COPYRIGHTED MATERIALS

Please be aware: It is ILLEGAL for your committee, school, PTA, PTO, or ANY other group to use copyrighted materials in ANY way for the celebration unless specific written permission is obtained or you have purchased licensed products from an authorized dealer. This includes ALL cartoon, book, and movie characters—including Dr. Seuss, Disney, Hanna Barbera or Warner Brothers.

The excuse, "But, it's for such a good cause!" won't cut it with the owners of the copyright. Giving them credit (i.e., © _____, date) as done in a term paper will not fix the problem. If they discover their items were used illegally, *regardless of the reason*, expect litigation, and, be aware: it's expensive!

INSURANCE

Insurance is a **MUST!!!** **It is really important that this celebration be covered by liability insurance.** Do NOT make the mistake of assuming that no one will be hurt or that if someone *is* hurt, s/he won't sue. Consider SAFETY for all phases of this celebration. Follow all safety rules and regulations set up by the celebration facility, your school, law enforcement officers, and fire department and/or fire marshal.

If pre-celebration inspections are available from any of the above groups, make use of them and be sure to get a *signed release* from the inspector for the celebration records. If your group is involved in a lawsuit, you and/or your group may be dismissed from it immediately based on these signed inspection forms.

Be sure to obtain a copy of each activity vendor's liability insurance form *each* year. Your sponsoring group must be named as a "co-insured" on this policy. Put this copy in your committee's

permanent record file. If a vendor damages the facility or anyone is injured, you will have the name and address of the vendor's insurance company and that you can contact if the vendor refuses to do so.

Start early to research this item. Check with the facility where the celebration will be held, any celebration sponsors, and the school. If there are many celebrations in your area, a group policy may be purchased which could cut costs considerably. Be sure to check the number of volunteers required to fulfill the insurance requirements. Check also with the facility and fire marshal concerning their rules and regulations.

In recent years, liability insurance carriers have increased restrictions for covering certain activities – swimming/pool events, mechanical horses or air bounce rides—at events like carnivals and all-night celebrations.

The Virginia Congress of Parents and Teachers (Virginia PTA) periodically evaluates proposals from liability insurance companies for coverage at PTA group rates and offers that option for local PTAs to consider buying.

It is crucial that your all-night events have liability coverage and that planners know what events can be covered and under what restrictions. In some cases, your PTA or sponsoring organization may have to buy a special insurance rider to cover a particular activity. Permission slips/liability

waivers are often required. For further information, contact your high school's PTA/PTSA president and **your specific insurance carrier** to determine coverage.

Virginia high schools that do not have a PTA but would like more information about forming one or converting their PTO to a PTA, may contact the Virginia PTA Congress of Parents and Teachers at 1027 Wilmer Avenue, Richmond, Virginia 23227-2419. Phone: 804-264-1234. Toll free: 1-866-4vakids. Fax: 804-264-4014. Web site: www.vapta.org, E-mail: info@vapta.org



To recap the insurance information:

- Check on the specific coverages of your insurance policy, or that of the sponsoring organization.
- Check with the celebration facility to see if their insurance will cover any part of the celebration. If a pool is involved, be sure to check the status of the pool insurance.
- Be sure contractors who will be supplying equipment on contract (i.e., recording studio, D.J., games, special lighting) carry liability insurance; obtain a copy of the policy, naming your group as a “co-insured”, for your records. *NOTE: If the PTA is sponsoring your celebration, the PTA president must sign all contracts according to PTA by-laws.*
- Check with your school regarding the school's coverage and whether the celebration might be covered by the school system. (After-Prom celebrations *may* be considered an extension of school activities, but After Grads are NOT!)
- **If necessary, purchase a policy for one night.**

To avoid legal problems involving insurance and litigation:

- Follow ALL rules set by the facility where the celebration will be held.
- Have a formal Fire Safety Inspection conducted by a local Fire Marshall. Keep a copy of their report for your records.

Follow ALL rules established by the local fire marshal for the safety of all decorations and activities. They are for your physical and legal protection.

- Get a copy of the latest fire inspection from the facility.
- Personally check all certification cards of safety persons hired or volunteering to work the celebration—particularly those working around water. Be sure certifications are current and are the ones required by law.
- Use common sense in planning the location and type of all activities. No activities in hallways used for exits!
- Think SAFETY at all times.
- Have an emergency evacuation plan for the celebration facility. Be sure all volunteers—particularly steering committee and security staff—are aware of it.
- Practice good safety precautions when handling food.
- Have parent or guardian of students complete a Risk Acknowledgment form.

<p>THIS INFORMATION IS MEANT TO BE A GUIDE ONLY. IF YOU ARE UNSURE ABOUT ANY ITEM, CONSULT AN ATTORNEY.</p>
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CHRONOLOGY FOR PLANNING AN ALL NIGHT CELEBRATION

The following list is presented with the hope of making celebration planning easier. This list is not intended to be all-inclusive, but does give an idea of *some* of the things that need to be done and their approximate order. **It is only a SUGGESTED plan.**

AS EARLY AS POSSIBLE

- Make decision to have an alcohol/drug-free celebration for prom, graduation, or both; ideally by September or October for first celebrations, but several successful celebrations have begun as late as one month before.
- Organize five or six enthusiastic parents to form a steering committee.
- Choose or elect chairperson, secretary, and treasurer.
- Meet with school administration to explain concept, seek cooperation and support.
- Meet with class advisors/sponsors to explain celebration concept and seek support.
- Locate place to hold steering committee meetings. (Perhaps the school?)
- Locate a celebration facility.
- Choose a theme.
- Choose basic activities that will fit theme and facility.
- Decide which committees will be needed.
- Approve budget. Decide if a student fee will be used to pay for the celebration, if donations are to be solicited, whether a fundraiser will be held.
- Set tentative celebration guidelines. Consider each rule very carefully as first-year rules will set a precedent.
- Send a letter to the parents/guardians of *every* eligible student explaining celebration concept and ticket price. Include a list of volunteer and material needs. (Letters may need to be in several languages.)
- Hold a parents' meeting to obtain names of those interested in participating in some way. Back-to-School Night is a great time to get

- parents to sign up to volunteer!
- If your school is having both after-prom and graduation celebrations, set up a meeting of the two steering committees to coordinate common areas of concern.
- Meet with student leaders in person to explain the celebration concept and solicit their support.
- Fill out building use forms for any committee meetings to be held in the school.
- Fill out necessary forms for use of celebration facility.
- Obtain rules of operation from celebration facility.
- Obtain rules of operation from fire marshal.
- Encourage chairpersons and committee members to read "Celebrate Life!" (and last year's committee reports).
- Meet with local business leaders to explain celebration concept and solicit support.
- Arrange for a set of class pictures through yearbook sponsor to use for check-in or other activity, if desired.

TREASURER

- Open checking account or prepare new signature cards for already open account.
- With the help of major committee chairpersons, prepare an estimated budget that includes *every* committee and activity; have it approved by the steering committee.
- Obtain list of students including parents' names, addresses, and phone numbers from the school. (This is *directory* information and *should* be available for your use.)
- Request use of the school bulk rate permit and obtain rules for assembling bulk rate mailings. (Bulk mailings require 250 or more pieces of mail.)
- Request a set of student mailing labels from the school for the first mailing.
- Find a place to have printing or copying work done—free or reduced rate, if possible.
- Arrange with school registrar to obtain names, addresses, and phone numbers of any *new* students who check in during the year or, for grad celebrations, those who are temporarily away for the year but expect to graduate with

the class.

- Arrange to obtain celebration stationery, business cards, and note cards for use of various chairpersons and committees. All items should be generic so they can be passed on to next year's committee—and all can *probably* be obtained as donations.

ALL COMMITTEES

- Decide on general direction committee will take.
- Submit suggested amount for budget to treasurer.
- Begin putting together basic committee.
- Reserve any items to be borrowed or rented as soon as possible—no committee chairpersons should sign any contracts. If PTA sponsored, PTA president must sign contracts.

SIX MONTHS BEFORE CELEBRATION STEERING COMMITTEE

- Decide whether a grand prize will be given, what it will be, and how and where it will be obtained. If necessary, organize a fundraiser with approval from sponsoring organization.
- Obtain celebration facility layout and distribute to each committee chairperson.
- Decide if incentives will be given to encourage early celebration reservations or ticket sales.
- If any custom-made items are to be ordered as favors or prizes, get art work prepared, find supplier, and place order as soon as possible (six weeks minimum usually needed and more time preferred).
- Send second letter to parents. Give update on celebration plans, ask for volunteers and student reservations.

CHAIRPERSON

- Check on committee chairpersons to see that each has enough volunteers.
- Be sure every committee chairperson has a copy of final evaluation report form and knows that due date is one week following celebration.
- Schedule meeting of ALL committee chairpersons to build enthusiasm and give information.
- Check to be sure donations committee sends

solicitation letters out as soon as possible.

TREASURER

- Provide expense reimbursement forms to committee chairpersons.
- Revise estimated budget as needed.

ALL COMMITTEES

- Solidify plans and begin implementing them.
- Coordinate with other committees.
- Revise budget needs.

FOUR MONTHS BEFORE ...

STEERING COMMITTEE

- Meet with committee chairpersons to build enthusiasm and light fire under slow starters. To assure they are beginning to work on their part of the celebration, ask them to bring a committee report.
- Send third letter to parents. Increase effort to get them to help in some capacity. Give celebration plan update and let them know of any needs you still have.

THREE MONTHS BEFORE ...

CHAIRPERSON

- Check that all committees have arranged for any necessary printing.
- Check that all custom-made items are in full production.
- Arrange for local police/security officers.
- Contact celebration facility and provide an update on celebration plans.
- Check that all items needed by committees have been ordered or otherwise arranged.

STEERING COMMITTEE

- Begin teaser type publicity about celebration to students.
- Implement plans.
- All items should be ordered or reserved.
- Meet with other committee chairpersons, as necessary, to coordinate plans.

TWO MONTHS BEFORE ...

CHAIRPERSON

- Contact all committees for final "needs" list.
- Contact Fire Marshall to provide necessary information and arrange celebration night inspection.

- Follow up on all special orders to ensure on-time delivery.
- Confirm storage place and space for items that will need to be stored for next year such as decorations, game tables, non-perishable food-related items or booths.
- Set time and place for meeting with prospective committee members for following year and send notice via appropriate newsletter.

TREASURER

- Revise budget again.

STEERING COMMITTEE

- Start heavy publicity directly to students to encourage their attendance.
- Continue to implement plans.

ONE MONTH BEFORE ...

CHAIRPERSON

- Hold final pre-celebration joint meeting of all committee chairpersons to give brief status reports and build enthusiasm among parents. Remind them of written report due week following celebration.
- Contact class guidance counselors to obtain names of eligible married students and foreign exchange students. Be sure names are on check-in list but are removed from major prize eligibility. Grad celebrations: Contact class guidance counselors regarding celebration eligibility of class members. Make arrangements to check back with them closer to the celebration.
- Obtain names of any married students or any known eligible "guests."

TREASURER

- Announce date for last bills to be turned in (suggest night of celebration or at least indication of outstanding bills at that time so excess cash can be calculated for prize giving).

STEERING COMMITTEE

- Arrange to hold assembly with all eligible students—"sell" celebration hard!
- Reconfirm all reservations of equipment, food, and other arrangements.

- Check with volunteers to be sure celebration area will be fully staffed.
- Finalize information for adult volunteers and students.

TWO WEEKS BEFORE ...

- Hold meeting of next year's prospective parents' committee to explain celebration concept and build enthusiasm for planning next year's celebration. Invite them to help with final set-up of this year's celebration.

CHAIRPERSON

- Check with each committee chairperson for a verbal progress report. Be sure each volunteer has been told which shift and exact duties s/he will have at the celebration.
- Confirm that clean-up committee is set.
- If using paper tickets, be sure ticket packet is distributed to students.

STEERING COMMITTEE

- Continue to encourage students to sign up.
- Reconfirm arrangements as necessary at this point.
- Hold necessary volunteer training sessions. Be sure each adult volunteer knows the evacuation plan.
- Increase publicity to students.
- Finish up all but absolute last minute items.

WEEK OF CELEBRATION

CHAIRPERSON

- Follow up on any known problems.
- Grad celebrations: Remind guidance counselors that you need seniors' graduation status for eligibility to attend/win prizes at celebration as soon as possible. NOTE: This information may not be available until the day of graduation.

TREASURER

- Revise budget as necessary.
- Disburse excess money as dictated by committee chairperson requests and steering committee approval.
- Provide update of financial status to steering committee.

STEERING COMMITTEE

- Using financial update from treasurer, make decisions concerning any last minute purchases, prizes, or expenditures.
- Continue to encourage students to commit to attending celebration. Attend as many student meetings as possible. Make reservations or tickets available at every opportunity.

ALL COMMITTEES

- Pick up all equipment and supplies as soon as possible.
- Make last minute changes in plans as necessary.
- Reconfirm key volunteers and paid staff will be present for set-up and/or actual celebration.

DAY OF CELEBRATION**STEERING COMMITTEE**

- Be available to help as needed for celebration set-up.
- Pick up last-minute items.

CHAIRPERSON

- Be available entire set-up period to provide help and advice wherever needed.
- Be sure security committee checks for and disposes of any illegal substances.
- Grad celebrations:
 - Recheck with guidance counselors regarding any seniors with uncertain graduation status.
 - If committee decision is to deny attendance to non-graduating students (today or at end of summer school), make arrangements to return ticket price to them before celebration.
- Notify security, check-in, and prize committee chairs of any persons ineligible to enter celebration or to win major prizes.

TREASURER

- Write checks or obtain cash for any payments to be made at celebration.
- Obtain cash for change for ticket sales at door, if applicable.
- Remind committee chairpersons that bills are due by celebration time.

ALL COMMITTEES

Set up for celebration. Begin as early as possible.

AT THE CELEBRATION**CHAIRPERSON**

- Be at facility an hour or so before the doors open. Leave yourself free to move around the celebration all evening answering questions and handling emergencies. Handle any problem as it occurs and don't worry. Some volunteers won't show but others will fill in and the students will have such a marvelous time that they'll never know if something doesn't go as smoothly as planned.
- Have a good time and enjoy the celebration! The celebration is going to be a great success!

TREASURER

- If ticket fee charged, be available at door to make last minute sales.
- Check with each committee chairperson for final bills.
- Determine amount of cash on hand after all final bills and advise chairperson of amount of excess cash available for extra prize giving at end of celebration.

STEERING COMMITTEE

- Attend entire celebration; be available for questions and problems. Help in your area of responsibility or as needed.
- Be prepared for volunteers and students as they arrive.
- Have a good time and enjoy the celebration! The celebration is going to be a great success!

MORNING AFTER CELEBRATION**STEERING COMMITTEE/CHAIRMAN**

- Be sure clean-up committee is ready to work.
- Be sure excess food is donated as planned.
- Take items to storage.
- Be sure items to be returned are placed together and returned to appropriate committees or persons.
- Check for lost and found items.
- Mail thank-you letter to newspaper editor.

TREASURER

- Make deposit of ticket money taken in at celebration, if applicable.

ALL COMMITTEES

- Break down own area.
- Pack up any salvageable items for next year.
- Pack up or otherwise take charge of any irreplaceable items loaned or rented by your committee for the celebration until they are returned or placed in a safe place.
- Be sure clean-up committee is aware of which items were borrowed or rented and which may be discarded.

WEEK FOLLOWING CELEBRATION**CHAIRPERSON**

- Hold evaluation meeting of all committee chairpersons.
- Collect committee reports to be given to next year's committee.
- Publicly thank community and workers (may use letter to editor).
- Send thank you notes to key persons: committee chairpersons, school staff, facility personnel, and vendors.
- Check to be sure thank you notes have been sent to all donors by donations committee.
- Write personal thank you note to any major donor.

TREASURER

- Remind all committee chairpersons that bills are due in on whatever date you select. Let them know this is NOT a flexible date.

ALL COMMITTEES

- Submit detailed written report, your legacy, to celebration chairperson.
- Check to be sure all bills pertaining to own committee have been paid.

MONTH FOLLOWING CELEBRATION**CHAIRPERSON**

- Compile copies of all committee reports and evaluations.
- Deliver complete set of reports and records to school principal for school file or to PTA, if responsible. If new committee is in place, deliver complete set of reports and records to

new chairperson.

- If no new committee is in place, make arrangements with the school principal to hold a parents' meeting in fall and to deliver a complete set of reports and records to the new chairperson then.
- Make final report to sponsoring organization, if applicable.

TREASURER

- Be sure all bills are paid.
- Prepare final income/expense statement.
- Prepare tax forms, if dollar amount so indicates OR give ALL necessary information to sponsoring organization's treasurer for their use in preparing tax forms.
- Turn books over as soon as possible to new committee for making early deposits for items for next year's celebration.

THE STEERING COMMITTEE

An All Night Celebration is a tremendous undertaking, which requires the involvement of many parent volunteers. To lead this group of parents you will need a group of organized leaders. A chairperson, treasurer, and secretary (loosely termed "officers") and the major committee chairpersons will make up your steering committee.

For the first celebration, it doesn't matter whether the members of the steering committee or the celebration chairperson are recruited first. However, it **is** important that they are able to work well together. Negative or uncompromising persons are difficult to work with on a committee such as this. Sometimes it is impossible to avoid dissension, but try to minimize it and keep it from adversely affecting the celebration.

CELEBRATION CHAIRPERSON: This person is ultimately responsible for the entire celebration and will make the greatest time commitment of all. The major task of the chairperson(s) is to coordinate the work of ALL committees. Know what each is trying to accomplish and try to keep them on track. Many schools use two or more co-chairpersons. The first three items on the list below are probably the most important skills to look for in a chairperson.

- Enthusiasm
- Organization and leadership skills
- Ability and willingness to delegate responsibility
- A good relationship with the school administration
- Willingness to talk to every one about helping (1st year entails much public relations type activity)
- Ability to conduct meetings
- Ability to keep committees committed to their tasks
- Ability to supervise and coordinate celebration preparations and wrap-up activities

- Ability to remain calm under pressure

It is recommended that you have a senior parent as chairperson and a junior parent as a co-chairperson or assistant chairperson. The following year the junior parent (who is then a senior parent) becomes the chairperson and a new junior parent is recruited. This gives great continuity and should be used for all committee chairpersons.

CO-CHAIRPERSONS

If co-chairpersons are selected, be sure each co-chairperson knows his/her personal responsibilities. Carefully define whether "co"-chairperson means assistant to the chairperson or *equal* partners. Regardless of how these persons are selected—volunteer, appointed, or elected, it is important that they be compatible and share **all** information regarding the celebration. Be sure to keep the school administration aware of all celebration plans. If using PTA sponsorship, be sure their by-laws will allow more than one chairperson.

TREASURER: The treasurer has a critical role. Even if the celebration is sponsored by another organization with a treasurer, it is important to have a committee member keep track of finances. Tasks should include, but are not limited to the following:

- Open a checking account for the celebration or have new signature cards signed by appropriate persons on already established account using appropriate E.I.N.—see section on Taxes, Licenses. As a safeguard, consider requiring two signatures on all checks with no more than one signature from any one family (authorized signers should not be married to each other). If sponsorship of the celebration is accepted, certain safeguards **MAY** be required.
- Prepare an estimated budget for the Steering Committee's approval, updating as necessary. NOTE: a budget is simply a plan of how the committee will spend the money; plans can change as more resources become available.

See sample budget in Funding Chapter.

- Maintain a running balance to be reported at each Steering Committee meeting.
- Maintain accurate records of all income and expenses.
- Prepare a final financial statement to be given to the sponsoring organization or used to file tax forms. This statement **MUST** contain a record of **ALL** income—cash, items, and services whether donated or from fundraising efforts—and **ALL** expenses including donated items used as prizes or favors. See chapter on “Legal Matters”.
- File proper information tax forms, if required. If celebration is sponsored by another organization, such as PTA, give all of these records to that organization's treasurer. Be sure to pass along documentation (i.e. receipts or cancelled checks) so they can produce it if required to do so by the I.R.S. See “Legal Matters” section for information on exactly what is needed to file I.R.S. Form 990 or 990EZ.

SECRETARY: Duties should include, but are not limited to the following:

- Take notes at all meetings so that information can be passed on to next year's Committee. It serves no purpose to "re-invent the wheel" every year when some ideas have already been proven successful or unworkable.
- Handle all correspondence, including Thank You notes to contributors.
- Notify Steering Committee of meetings.
- Serve as historian—clip news stories, keep photos.

The composition of this committee will vary from community to community depending upon the school's size and location. Every effort should be made to ensure racial, ethnic, and economic balance (equal to school population) on the committee. This committee will make the major celebration decisions. The Steering Committee members should be enthusiastic volunteers who are self-starters and motivators committed to expending the time and energy it takes to make this celebration a success.

Each member should be willing to take a *regular* active roll in planning and preparation. They should not expect to come to an occasional meeting to give their opinion but, rather, to play a major role in recruiting chairpersons and workers and in organizing and implementing the celebration. Some of the tasks will be to:

- Choose a celebration theme
- Approve a budget
- Set celebration guidelines
- Choose the activities
- Enlist the support of necessary persons
- Obtain adequate insurance coverage
- Find sponsors or endorsers (if desired)
- Locate a facility to hold the celebration
- Find committee chairpersons and workers
- Find a way to "sell" students on this idea
- Ensure the safety of all attendees at the celebration—adults and graduates.

The more visible the committee is within the school, the greater the enthusiasm and support of the faculty and administration.

MEETINGS

Meetings need to be held approximately once a month beginning as early in the school year as possible. If this is a first celebration, meetings may need to be held more often as celebration time nears—perhaps bi-monthly beginning approximately four to five months before the celebration and weekly beginning one to two months before it. Expect to spend a lot of time on the telephone (or e-mail) between meetings.

If this is not the first celebration, the number of meetings will depend on the organizational skills and experience of the overall chairperson(s) and the various committee chairpersons. It may even be desirable to have an open meeting once a month particularly in succeeding years as more and more persons become experienced and/or interested and want to have input in the celebration plans.

MAIL

BE SURE THE SCHOOL OFFICE KNOWS YOUR COMMITTEE EXISTS. Virginia Operation Prom/Graduation frequently hears that chairpersons were unaware of workshops or the Honor Roll because they didn't get their mail

which is addressed to: All Night Celebration Committee, _____ High School. Some of your mail may arrive as early as the first week of school.

Consider where items will be sent. Some things will be sent to the school regardless of where the committee may request so make arrangements with the school **before** the mail gets lost and *be sure whoever sorts the school mail knows the names that may be on the envelopes or packages* that arrive. Students, parents, and teachers may also wish to drop things off.

Many schools put a decorated (confetti, glitter, the celebration name, celebration logo or balloons) rural delivery mailbox on the front counter in the school office. Don't forget to check the box **regularly** from the time plans are announced until a month or so after the event (mid-summer may still bring a donation or bill).

GETTING INFORMATION TO THE PARENTS

- Use the school newsletter.
- Use a committee to call every student's home in the evening. (Yes, even some of our large schools have done this—and quite successfully! Don't forget to ask for their help after telling them about the project.)
- Ask for mailing labels from your school. Most school systems will allow the Steering Committee to obtain sets of mailing labels from their respective school offices for the purpose of providing information directly to the parents.
- NOTE: Directory information (name, address and phone number) is usually easily obtained for these purposes. Most school systems strictly forbid selling it, giving it, or using it for any purpose other than to disburse information directly related to a school-related activity. DO NOT give labels to any other organization whether they are one of your major donors or another nonprofit organization offering to help you.
- Send information to the local newspaper.
- Use your school's automated calling system to remind parents of meetings, deadlines, or other important information.

- Seek the assistance of the PTA or school administration, to speak at a scheduled parent meeting.
- Make sure you post your information on the school's Web page.

TRANSITION TO NEXT YEAR'S CELEBRATION

Save all reports from committees to be passed on to the new Steering Committee and pass on all preceding years' reports for the new committee's use. It is helpful to invite some of the underclass students' parents to the celebration (or to serve on committees) so they may obtain first-hand knowledge. Having senior/junior parent committee co-chairs also helps. This allows at least a term of two years with people moving from assistant chairperson to chairperson.

The steering committee and/or chairperson should try to identify possible successors and arrange, through the school administration, to hold an initial meeting before school ends in the spring (possibly even *before* the celebration has been held). Give them some background about the various positions used for the current celebration, as many will be unfamiliar with the project or the way it is organized. Be sure to work with the administration, class sponsor and/or PTA to organize the steering committee and select the celebration chairperson, as they will all need to work together closely. Invite and urge all prospective volunteers to attend the present celebration and to help with last minute set-up the night of the celebration.

The main advantage of having the new committee members in place before the current celebration takes place is they will be looking at the celebration facility, activities or food, with more interest in details about what, when, where, and how everything is done. Encourage them to help with set up, decorating, and clean up as they will then know exactly what they would like to save. If there is more than one celebration in your area, encourage the new committee members to make contact with the other chairpersons, and visit more than one celebration to see first-hand how different groups of parents rise to this challenge. Don't forget to be flexible in allowing other schools to visit your celebration.

OUTGOING CELEBRATION**CHAIRPERSON:**

1. Hold wrap-up meeting for this year's celebration. List successes and how to improve in the future.
 2. Collect reports from each committee chairperson.
 3. Confer with treasurer and determine outstanding bills. Make sure all bills are paid, then arrange for signature transfer on all bank accounts.
 4. Review "thank you" list and have responsible committee member mail any additional thank you notes/letters. Don't forget to thank school personnel and committee members! Be sure thank you notes meet Virginia and federal tax law requirements: VA: all donations \$5 and over must be acknowledged, if it is requested; Federal: acknowledgment of all donations (cash and in-kind services and items) valued at \$250 or more must include name, address, and name of actual item donated as well as value of item.
 5. Develop or update donor database.
 6. Clean out and inventory celebration equipment and supplies. Store items properly or they will most likely need to be thrown out next year.
 7. Write overall celebration report, including chairperson's report.
 8. Complete Honor Roll Award application, if applying for an award.
 9. Give all materials to next year's celebration chairperson.
 10. Enjoy your summer!
7. Prepare article for inclusion in first school newsletter to be mailed to parents.
 8. Host parent meeting in September.
 9. Request time on the agenda and/or set up a display and recruiting table to obtain volunteers at Back-to-School night in the fall.
 10. Look for information about Virginia Operation Prom/Graduation workshops in the fall and recruit persons to attend.
 11. Rest up for the spring!

INCOMING CELEBRATION**CHAIRPERSON:**

1. Read all materials from previous celebration.
2. Read "Celebrate Life! Planning Guide."
3. Check with secretary in school office to find out where you can expect to find mail addressed to your committee.
4. Review equipment and supplies. Make notes for repairs and additions.
5. Fill the key committee positions.
6. Prepare a letter about next year's celebration, to include in August mailing to each junior

CELEBRATION SITE

Having the celebration is more important than the facility **where** it is held. While students like going to new and different surroundings, **the school is a viable option and may even be the best option.**

A couple of large rooms where all of the activities can be crammed together may work better than lots of small rooms. Students **like** to be crowded. They think the party is more fun if there is lots going on in a small space and there is **lots** of noise. Putting one activity in each room can cause a party to die simply because the students feel there is no excitement. They like to be able to watch their classmates doing other activities while they do something entirely different. They also like to watch other activities while they wait in line. **Most importantly, they want the constant reassurance that they are not the only ones still there.**

It is extremely important to reserve the use of the facility as early as possible. *A year ahead is not too early.* **If possible,** try to reserve an entire 24-hour period including the day of the celebration and a few hours after in order to have unlimited access to all areas that will be needed for decorating and clean-up. If two or more schools will be using the same site, particularly on successive nights, consider using the same theme and sharing many decorations, thus saving money, time, and effort for each school. *Be aware, however, that many facilities will only give you access two to three hours before the celebration begins which means your decoration and activity committees will need to be super organized.*

It is important to develop a good working relationship with the persons who own or manage the site where the celebration is to be held. Someone who is thoroughly familiar with the facilities and with access to keys for all areas should be readily available the entire time preparation for the celebration, the celebration itself, and clean-up are in progress.

GRADUATION: Since graduation ceremonies are held at various hours of the morning, afternoon, and evening, arrangements will need to be made for the committees to decorate and store celebration supplies in the facility without interfering with the parents' needs and desires to both attend graduation and have some family time before the celebration begins. Suggest to both parents and students that family celebrations might be less rushed on the night *before* graduation. Junior class parents are a good source of help in getting the site ready at the last minute.

There are several things to look for in a site, some of which are necessary, while others will simplify celebration tasks. ***The facility should:***

- Be in a safe location with the ability to be secured against uninvited guests. Lighted parking areas will make both the students and the workers feel more secure in getting to and from the celebration.
- Have enough space to hold several simultaneous activities. Students like crowds and want constant reassurance that their classmates are also still present and having a great time; pack as much into each area as safe and possible.
- Be an all-weather facility. Decorations must usually be put up several hours before the celebration; some activities would be ruined in rain. Rescheduling due to inclement weather would defeat the purpose as well as resulting in the loss of many students and workers to previously planned activities or trips.
- Have a food preparation area that includes commercial kitchen exhaust system and fire suppression as required. All food can be prepared elsewhere and served at the celebration. Use a refrigerator truck if necessary.
- Have access to a telephone.
- Allow decorations.

FINDING THE SITE

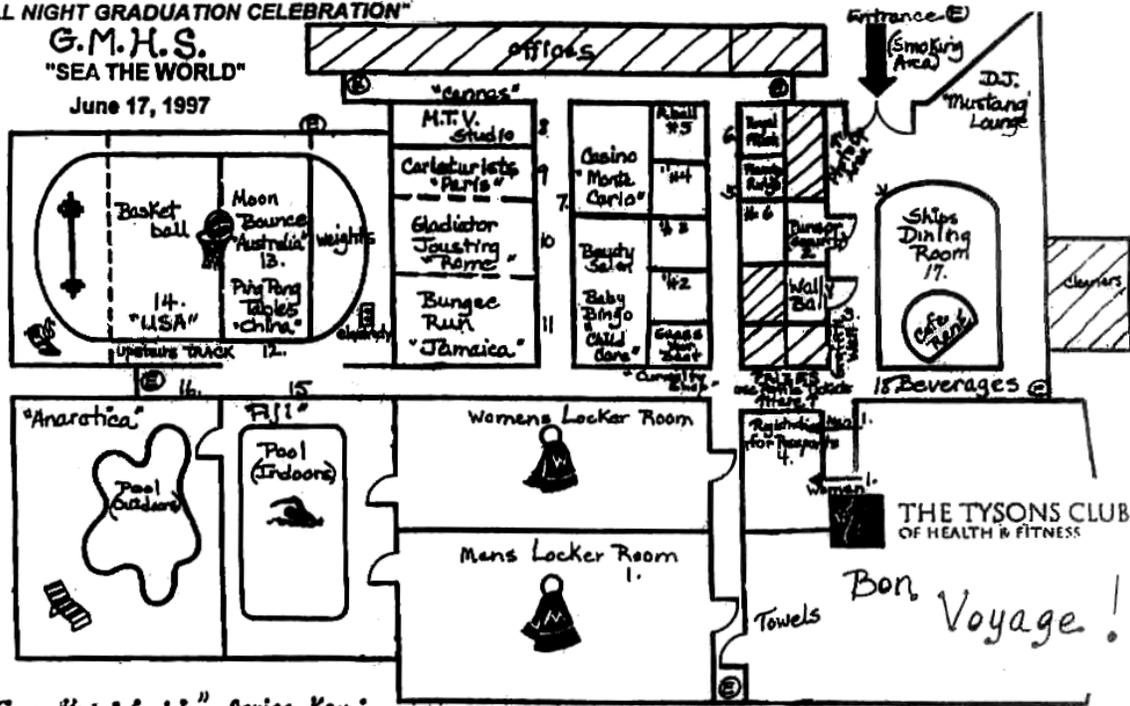
Some communities will have a number of suitable buildings in which a celebration of this type can be held while others may be limited to the school. Some will be competing with other high schools in the same area while some

communities may be looking for a large site where a celebration can be held for two or more high schools who are joining together to have one celebration. The list below should at least provide a starting point to find a site. **Be aware that some of these may not allow you to bring in your own (donated) food and beverages.**

- School (elementary, middle, high)
- Community or recreation center
- National Guard armory
- Shopping mall
- Empty building or store in strip mall
- Grange Hall or similar facility
- Church or synagogue
- Health or athletic club
- Indoor swimming pool
- Theater or theater complex
- YWCA, YMCA, or similar facility
- College student union building
- Warehouse or storage facility
- Masonic, Oddfellow Hall, or similar facility
- Elks, Moose, American Legion, VFW Hall, or similar facility
- Party boat (some accommodate 500-750 persons)
- Bowling alley, skating rink, racquet club, or similar facility
- Indoor stadium, convention center, or similar facility
- Firehouse
- Barn
- Restaurant
- Hotel
- Country club

"ALL NIGHT GRADUATION CELEBRATION"

G.M.H.S.
"SEA THE WORLD"
 June 17, 1997



"Sea the World" Cruise Key:

- | | | | | | |
|----------------------|-------------------------------|----------------|-------------|---------------|---------------|
| 1. Restrooms | 4. Registration & Information | 7. Monte Carlo | 10. Rome | 13. Australia | 16. Anaratica |
| 2. Purson - Security | 5. Miami | 8. Cannes | 11. Jamaica | 14. U.S.A. | 17. Food |
| 3. Graffiti Wall | 6. Aruba | 9. Paris | 12. China | 15. Fiji | 18. Beverages |

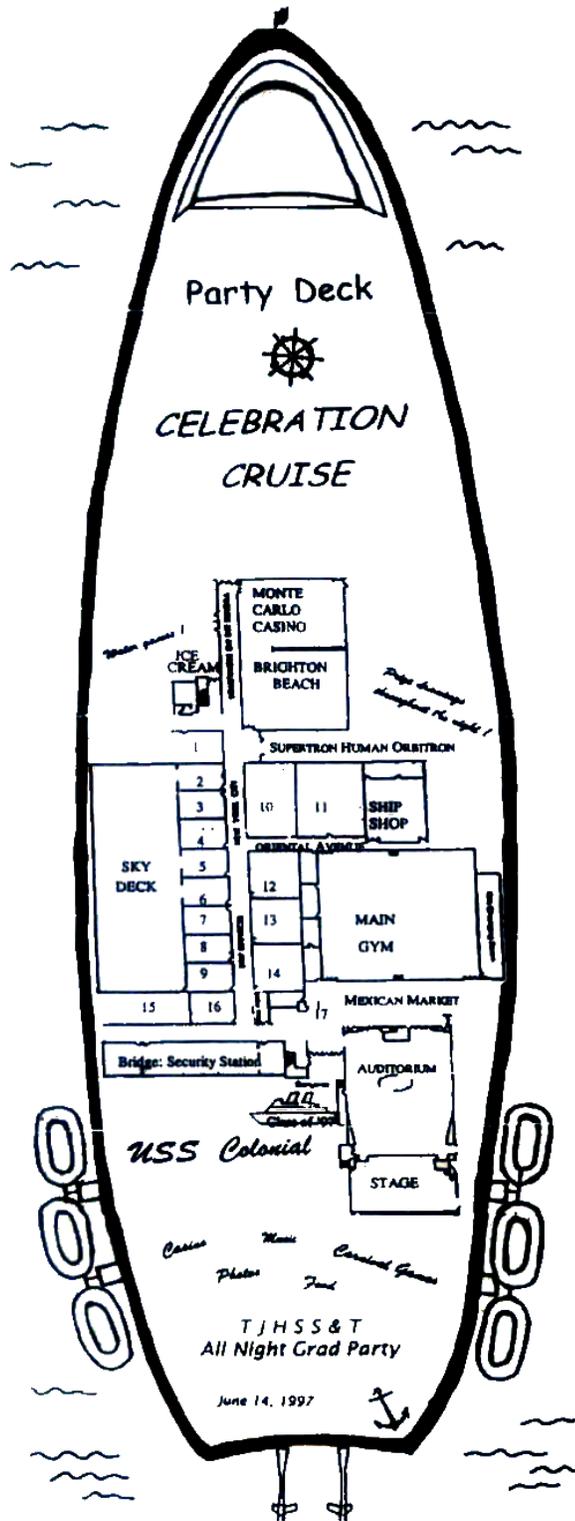
Not available for use & jacuzzi; sauna; tanning beds; free weights

→ First Aid → go to Registration 4.
 *(17, 18. not allowed beyond balloon arch)

Thomas Jefferson High School
for Science and Technology
Fairfax County
Graduation Celebration held in
high school.

NOTE: Their map was on legal
size paper with all activities
listed directly on the map.
Because this page could not be
that large, all areas on the map
and their activities listed beside
the map

- 1 Fruits & Veggies, Fruit drinks
- 2 Body painting
- 3 Tattoos
- 4 NY Deli: subs & sodas
- 5 Fortune Teller
- 6 Neck Massage
- 7 Manicures
- 8 Movie Room
- 9 Portage to Sky Deck
- 10 Fortune Cookies, Egg Rolls
- 11 Changing Room
- 12 Baggage: P-Z
- 13 Baggage: H-O
- 14 Baggage: A-G
- 15 Volunteer Lounge
- 16 Clinic
- 17 DJ, Prize Drawings, Time Capsule



Monte Carlo Casino

- Black Jack
- Poker
- Craps Table
- Roulette
- Soda/drinks

Brighton Beach

- Balloon Darts
- Nerf Darts
- The Loo
- Koosh Ball Toss
- Regatta
- Ring Toss
- Putt Putt Golf
- Bank Shot
- Mug Shots
- Popcorn-Pretzels

Ship Shop

- "Buy;" Get Stuff
- Open 2-3:30 a.m.

Sky Deck

- Sponge Wars
- Bubbles
- Water Balloons

Main Gym

- Velcro Wall
- Laser Tag
- Bungee Running
- Bouncy Boxing
- Virtual Realty
- Gladiator Jousting

Mexican Market

- Salsa/Chips
- Pepe's Pizza
- Burritos
- Mexican Jail
- Breakfast (after drawing)

Auditorium

- Bands
- Video Clips
- 4:30 a.m.: Grand Prize Drawings

CELEBRATION GUIDELINES

DECISIONS, DECISIONS, DECISIONS!

Specific celebration rules should be established well in advance and publicized to students, parents, community, and security personnel. This will let everyone know *exactly* what is expected. It is helpful if the celebration rules are as uniform as possible throughout the state:

- No alcohol or other drugs will be allowed.
- Students must arrive at the celebration by a pre-designated time. (Let them know what time they must be there.)
- Students may leave any time they wish but may NOT return.
- Door prizes—or at least grand prizes—are not distributed until breakfast and **MUST** be claimed in person.
- Celebration is limited to eligible class members (and their dates, for After Prom, only). (Determine exactly who is eligible—and who will be admitted as guests.)

It is important to establish the fact that this celebration is **NOT** a lock-in.

The following questions are brought to your attention **BEFORE** the celebration plans are made. Each school /community committee should make its own decisions and should discuss each of these items **annually** because different parents chair the celebrations and committees. Not only will this procedure assure that these are the rules the committee wishes to follow, but committee members will understand **WHY** certain rules are being made and, therefore, be more willing to follow them. *Be sure all your rules are well communicated to the parents as well as the students.*

1. WHO WILL BE INVITED? This may sound like a silly question until the committee really begins discussing *who* will be admitted. After-prom and graduation celebrations each bring their own set of problems of attendance eligibility.

- Graduation:
- Will it be only graduates from your school? Some seniors may not graduate until after summer session, others will come back to finish with next year's class (and will technically be the class of 'next year,') while others will simply drop out. This will entail

working closely with the class counselors. Be aware that many times all of the non-graduates are not known until a few hours before the graduation ceremony. Figure out how you will monitor this situation both before (it may entail ticket refunds) and at the door as graduates enter your celebration.

- Will former members of the class who have moved away but are back to attend graduation as guests be invited? Assume they would have graduated with these students if they had not moved away.
- What about married students? Spouses should **NOT** be considered "dates." Yes, there are high school seniors who are married and/or have children. Think back to when you were a teenager or were first married. Most newlyweds are unwilling to let their spouse attend a co-ed party without them. This really is a different situation than bringing a date. Let the spouse come but draw the line there—**NO** babies or small children should be allowed to attend. If necessary, arrange a babysitter.
- Will students be allowed to bring a date from outside the invited group? Reasons why dates are not invited to grad celebrations:
 - For every person who wishes to bring a date, there will be one who will not attend because they she/he has no date.
 - If underclassmen attend as seniors' dates, the celebration will not be the exciting event intended for them at a later date.
 - Older dates or dates from other schools may cause control problems.
 - How will graduates feel about having siblings attend as someone's date?

Publicize the celebration as "the last time for the class group to be together *as a class*." Keep in mind that limiting the celebration to graduates (no dates), makes celebration planning easier, as the same theme, activities, and decorating ideas can be used from a previous year's celebration since all celebration attendees will be new. Many schools report that seniors complaining about this rule later say they were glad the celebration was for seniors only because it seemed more special. Most grad celebrations limit attendance to graduates *only* with exceptions made for foreign

exchange students, former class members who would have graduated with the class had they not moved away, and married student's spouses. Non-graduating seniors are treated as guests (allowed to attend but not allowed to win major door prizes or grand prizes).

Prom:

- Will students who do not attend prom be allowed to attend? Some students do not attend prom because they don't have a date, can't afford it, or for religious reasons. Allowing them to attend the After-Prom Celebration will give them a positive memory of prom night.
- How will underclassmen and non-student dates learn about rules? Many schools report having students who had to forfeit door prizes because their underclass dates had early curfews. Be sure ALL parents at the school have an opportunity to know about the rules and reasons the celebration is being held.

Most prom celebrations allow everyone eligible to attend prom to attend the celebration and bring a *friend* (not necessarily a date) *regardless* of whether they attend the prom.

After you have set your guidelines, be sure to inform the security, reservations/tickets, and prize committees. It is *very* embarrassing to draw a non-eligible student's name as the grand prizewinner. The eligible students will be upset, the ineligible student may be embarrassed and angry when you announce he or she is not eligible or request that the prize be returned, and you will be embarrassed.

2. CELEBRATION HOURS - WHAT TIME WILL THE CELEBRATION BEGIN?

It is advisable to set an outside limit when students must arrive in order to be admitted and then start the celebration before that. This allows for an "entry window."

Graduation: Midnight seems to be a good deadline in many communities because it allows most graduates time with family or friends, yet the celebration still begins on the same day as graduation. (Celebration would start by 11 p.m.) Some communities bus graduates directly to the

celebration from graduation ceremonies that end very late.

Prom: Take into account the time prom ends, where it is held, and whether students will want to change their clothes; however, don't allow too much time. Many have chosen to open the celebration doors at the same time prom ends (or even slightly earlier) as some students leave prom early or do not attend prom.

WHAT TIME WILL THE CELEBRATION END?

It is important to keep the celebration going until daylight. Students want to stay up *all night*; once it's light, they have accomplished that, will be tired, and will most likely go home to bed rather than to another party or somewhere to watch the sun rise while drinking.

Graduation and Prom: Try to keep the students occupied until at least 5 a.m. Sending them out on the street at 3 a.m. is asking for trouble. Don't be lulled into a false sense of security about them being too tired to do anything but go to bed just because the adults feel that way—or *your* child "insists everyone will be too tired to stay longer than that." Most celebrations (prom and graduation) last 5-7 hours; beginning at midnight and releasing students somewhere between 5 and 6 a.m.

3. HOW LONG MUST ATTENDEES STAY? WILL THEY BE ALLOWED TO RE-ENTER THE CELEBRATION?

If the idea is to hold a celebration where no alcohol or drugs are present, then, ideally, no one should be allowed to re-enter the celebration because alcohol and drugs can be kept outside or in cars. If students *must* go to their car for forgotten items, send them with a security escort. It is recommended that one of two escorts, accompanying a female student, be a woman. This protects everyone.

If a student attendee chooses to go home before the celebration has ended, s/he may NOT re-enter. *Students should sign out with name and time if they choose to leave early.* Should an emergency occur, it is important to know how many people are in the building and who they are. Also, if someone is missing the next day, it is important to know if that person left the celebration early.

Graduation: Each steering committee must decide if and how parents of students who leave

the celebration will be notified. Many students are 18, so are legally "of age." Many parents, however, feel they should be told if their son or daughter leaves the celebration early.

Prom: Consider the issue carefully. Many students will be minors, some will be of ages 18 to 21, others will not be students at the school. Should both sets of parents of couples be called? Should calls be made to non-student dates' parents?

Prom/Grad: If the decision is to make calls, who will make them—a parent volunteer or the student? If it costs money, who pays? Should the phone number be provided by the student, taken from a school-provided list, or will a permission slip be required which lists a phone number where parents may be reached during the night?

Most Virginia schools insist that students sign out showing their names and the time if they are leaving before the celebration is officially over. Most call parents if students were expected but did not attend, and many call parents if students leave early. **NOTE:** Be careful about getting the students' names correctly. Several schools have reported students signing out with an incorrect name so that when the phone call is made it does not go to *their* parents. Most after-prom committees do not call parents of dates who are not students at the school.

4. WHAT ADULTS WILL BE ALLOWED TO ATTEND? WILL ADULT RELATIVES AND SIBLINGS BE ALLOWED TO HELP DURING THE CELEBRATION? Students probably will be quick to state that **no** adults should be present but:

- Many adults will be needed to make the evening run smoothly and to satisfy the insurance requirements. Be sure everyone has a job so students don't have the feeling they are being watched.
- Favorite teachers and administrators can be fun to have at the celebration helping with the activities.
- Grandparents and siblings may be best used in some capacity before the celebration such as decorating, preparing food or prizes, setting up, or addressing thank-you notes. Siblings will have their own celebration at a later date.

- Having all or most adults in attendance in simple "costumes" (blend with theme) or "uniforms" (dark slacks/skirts, white shirts) will blend them into the celebration and help students forget the adults are someone's parents.
- Hold an "OPEN HOUSE" during designated hours before the event and encourage parents, school board members, business owners or church members to come and see what all of the "buzz" is about. This is a great way for the community to witness first hand what your celebration is all about.

5. WHAT IF A STUDENT ARRIVES OBVIOUSLY DRUNK OR SMELLING OF ALCOHOL? Will parents be called? Will the student be sent home — alone, via his/her parent, or police? If not totally disorderly, will the student be allowed to "rest" in a special room and join the celebration later? Consider the liability issue if allowing a volunteer to drive the student home.

This has not been a problem in most areas, but definite plans need to be made **BEFORE** the celebration so there need be no arguments or discussion if it should happen. There are many different opinions on how this should be handled. Discuss and decide what best fits the philosophy of **your** steering committee. Be sure all security persons know how the situation is to be handled. **The students need to be aware of the consequences** of arriving under the influence of alcohol or other drugs.

*It is **HIGHLY** recommended that **NO** student should be allowed to drive in this condition if they have been drinking. Be prepared. Most committees across the state report that making the rules clear before the celebration has virtually eliminated problems in this area.*

Graduation: Since these students have graduated, the school rules cannot be held over their heads (suspension if caught using alcohol or other drugs). It is really important that this issue be discussed by the committee *before* the celebration to avoid later problems.

Prom: If a student with a date is in this condition, will the other person be allowed to stay? What if s/he is not a member of the eligible

class/classes; will this make a difference in what happens? Keep in mind that school is still in session and that most schools have a policy in place regarding alcohol and other drugs which usually involves suspension (and, as such, may also determine whether a senior may “walk” at graduation) so the decision may be totally out of the committee's hands. Check with your school’s administration for guidance *before* the situation arises.

6. WHO WILL TELL PARENTS WHO ARRIVE OBVIOUSLY DRUNK OR SMELLING OF ALCOHOL THEY ARE NOT WELCOME? Amazingly, this has happened at some celebrations. Try to make it clear in the letter to volunteers that the NO ALCOHOL/DRUGS rule applies to them, too. Turning them away will be a very unpleasant task and will probably fall to the main chairperson or the security committee chairperson. In many cases, one mixed drink or beer can cause the adult to smell of alcohol which sends a very mixed message to student participants: adults cannot get through this celebration without alcohol so why should the students?

7. IF THERE IS MONEY LEFT AFTER THE CELEBRATION, WHAT WILL BE DONE WITH IT? NOTE: The Virginia Solicitation of Contributions Law, Section 57-57 N. states: *"No person shall use or permit the use of the funds raised by a charitable solicitation for any purpose other than the solicited purpose or, with respect to funds raised by general appeals, the general purposes of the charitable or civic organization on whose behalf the solicitation was made."* Be sure the choice made by the committee meets this code.

Following are some suggestions currently being used at various Virginia celebrations:

- Leave money for following year's celebration — early cash is always needed for deposits and supplies before donations or reservation money become available.
- Purchase equipment that can be used at these celebrations for years to come (games-of-chance equipment, other activity equipment or decorating equipment.)
- Give extra cash prizes at end of celebration

(always leaving a cushion in case of unexpected bills — building damages, borrowed items that are lost or misplaced, forgotten bills).

- Give "mystery" scholarship to be determined after all bills have been paid — 2-3 months following celebration.
- Purchase a small "thank-you" gift for facility or high school for helping with the celebration. NOTE: Amount spent should be a "token" amount — approximately \$100 maximum.
- Have a balloon drop as the last activity of the night. Have some balloons filled with confetti, and some with cash.

The following suggestions do **not** meet the guidelines set by the contribution law in Virginia as stated above and, therefore, **are illegal unless SPECIFICALLY NAMED in your solicitation letter:**

- Use money to fund other alcohol/drug-free school events during school year.
- Put excess into PTA/PTO, Booster Club or school bank (or other sponsor) account for general use.
- Give money to worthy community charity in honor of school, class, or students.
- Give money to graduating class for the first class reunion — remember, the money was collected for an alcohol/drug-free celebration; the first reunion will probably be in approximately five years and will almost certainly feature alcohol since all students will be of legal drinking age by then.

If excess money will be spent for any other projects or activities (other than those directly associated with this celebration — or next year's), include a line in the solicitation letter stating how any excess money will be spent.

WE'VE DECIDED ON OUR GUIDELINES, NOW WHAT?

After deciding on reasonable guidelines, adhere to them as closely as possible. There will always be someone seeking an exception and it is impossible to please everyone. Keep in mind the main purpose of the celebration is to keep the students alive and safe.

Remember that *sometimes we must be flexible.* Do what is reasonable and best for the **student.**

SAMPLE GUIDELINES

"The Wild Wild West" After-Prom Celebration

Madison County High School, *Madison County*

1. Only MCHS Juniors and Seniors and their dates may attend. Dates must be ninth grade or above. Prom attendance is NOT required.
2. Casual dress is appropriate for the celebration.
3. No alcohol, drugs, or tobacco products are allowed.
4. No admittance if prior use of alcohol or drugs is suspected. Anyone who is suspected of use of alcohol or drugs will be referred to the authorities for further evaluation.
5. Personal belongings may be checked for alcohol or drugs upon entry.
6. For parental information, celebration goers must sign in upon arriving, and sign out when leaving.
7. Celebration hours are 12 midnight - 5:30 a.m. Doors open at 12 midnight and close at 1:15 a.m.
8. Students may leave the building at any time, but will not be readmitted to the celebration. You may call ___ at ___ - ___ on May 4 for sign out information.
9. Students attending until 5:30 a.m. will receive a FREE After Prom Celebration T-shirt.
10. Door prizes will be awarded and students must be present to win.
11. Tickets will be available during lunch at MCHS during the week of the prom. There is NO CHARGE for tickets picked up at that time. However, there will a non-refundable cost of \$3.00 per ticket purchased at the door on prom night. Tickets are required for entry to the celebration.

"Beach Luau" Graduation Celebration

Potomac Senior High School, *Prince William County*

1. You must arrive between 11 p.m. and midnight. LEAVE YOUR VALUABLES AT HOME. NO CASH IS NEEDED. YOUR PARENTS' DONATION COVERS ALL OF THE ACTIVITIES AND FOOD!

2. You may leave at any time (using the front lobby door), but you may not re-enter the celebration. You will be asked to sign out, giving your name and the time you leave. YOUR PARENTS WILL BE NOTIFIED WHEN YOU LEAVE.
3. All belongings will be checked at the "Baggage Claim" upstairs outside of the pool balcony. You will have access to this area all night. Put all of your purchases and prizes in the Baggage Claim.
4. Wear comfortable white-soled gym shoes (NO HARD SOLED STREET SHOES). Pockets or hip packs may come in handy to hold your "Beach Bucks." WEAR YOUR GRAD NITE T-SHIRT. Bring your swimsuit and towel.
5. Bring items for inclusion in the time capsule (photos or ticket stub.)
6. All "Beach Bucks" that are not spent can be "willed" (\$5,000 maximum) to a member of the Graduating Class of next year. This can be done after the Final Auction.

REMEMBER! THIS IS AN ALCOHOL-FREE/ DRUG-FREE CELEBRATION. PURSUANT TO VIRGINIA LAW, THE POLICE ARE REQUIRED TO TAKE YOU INTO CUSTODY IF YOU ARRIVE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS.

"Take a Ride on the Express" Grad Celebration

Broad Run High School, *Loudoun County*

Q: Why should I come? A: You've suffered through years of school, term papers, projects, and exams. NOW YOU DESERVE TO CELEBRATE together before going your separate ways. And celebrate you will. There will be entertainment, games, prizes, and food all night long. One student present that evening will win a chance for a new car at the grand prize drawing 27 June.

Q: May I bring a date? A: Generally not, unless he or she is a member of the BRHS Graduating Class and is graduating in June or following completion of courses during the summer. There are no exceptions. The decision of the BRHS guidance office on June 19 (graduation day) on who is or who is not a graduate is final. Foreign

Exchange students, spouses of seniors, and former students who would have graduated with this class if they did not move are also welcome.

Q: How late may I arrive, and when is it over?

A: Graduates may arrive between 11 p.m. and midnight. They will not be allowed to enter after midnight. The celebration will be over at 6 a.m. No alcohol or drugs allowed nor anyone that has been using either one. If any graduate violates this rule, he or she will be assigned an adult “buddy” and encouraged to spend some quality time with him or her before being allowed to enter the celebration.

Q: Is this celebration a lock-in? **A:** Absolutely not. You may leave whenever you want, but you will be asked to sign out, and you will not be allowed to re-enter. Also, you must be present at 5 a.m. to be eligible for the prize drawings. Please note: If you leave early, we will call your parents and ask them to speak to you before you leave the Ashburn Village Sports Pavilion.

Q: What should I bring with me? **A:** Here are some suggestions: You will need a beach towel, bathing suit or swim trunks (no cut-offs), court sneakers for Wally Ball, bath towel, personal items such as deodorant, toothbrush, shampoo, comb/brush, hair dryer, and a camera. You will be assigned a private locker. Please make sure your personal items are clearly marked.

Q: What do tickets cost? Are there any ticket incentives? **A:** Tickets are \$20 this year. Incentives will be given out. Tickets will be available the night of the celebration.

□□□□□

Gold Rush, Graduation Celebration

Loudoun Valley High School, *Loudoun County*.

We are delighted that you are joining your classmates on the golden streets of the Lovettsville Community Center to celebrate the ‘GOLD RUSH’ for a memorable evening!!!

Get your shovels, sluice box, and pan and meet us at the General store (Lovettsville Recreation Center) from 11 p.m. until 5 a.m. Your ticket allows you admission to General Store and surrounding “mines” between **11 p.m. and midnight ONLY, so be on time!** When you

arrive at the store, you will receive a packet containing ‘casino money’ and tickets for free gifts.

Once you reach the Gold Miner’s Daughter hotel, you can check your gear at the area provided. Keep your claim number on your hand in order to get your items back at the end of the evening.

Casual clothing is recommended—no heels (wear sneakers or casual shoes). Don’t forget your swim gear and towel to dry off after a dip in the ‘swimming hole.’

While walking through the mining town, enjoy swimming, volleyball, tennis (bring your own racket and balls), and many other golden activities. During the evening, you can saunter your way up to the Casino and Carnival games, enjoy Caricatures, the Tattoo Parlor, the Video DJ, Jousting, Sumo WRESTLIN’, the Gyro (weather permitting), and the incredible BUNGEE Run. The General Store will be serving ‘chow’ all evening and you can make your own sundae, too!

GENERAL INFORMATION

Admission between 11 p.m. and 12 midnight **ONLY!!! PLEASE BE ON TIME!!**

All activities and food are included in the price of the ticket. No “real” cash is necessary.

EVERYTHING IS FREE!!

Certified lifeguard and first aid personnel are present. Accidents and injuries must be reported to a worker immediately. Absolutely “NO SMOKING” in the Recreation Center.

You can ‘hit the trail’ and leave the celebration at any time, but once you leave the ‘gold mines,’ you cannot return.

PRIZES

Drawings for a variety of prizes will be held throughout the night. Drawings for the major prizes will be held between 4-5 a.m. All prizes will be awarded at this time and you must be present to win.

VOLUNTEERS

Volunteers are an important part of the entire celebration process. It is true that a small group of people can do everything that is needed to make this event happen. But, having lots of help makes it easier, more fun, and more successful with more students in attendance. ***Be sure to find a way to use everyone who wants to help.***

Some of the ways volunteers can be recruited:

- Notice in school newsletter
- Letter mailed directly to parents of class members eligible to attend celebration
- Local newspaper articles
- Phone calls by committee chairpersons
- Phone calls by volunteer coordinator
- Sign up tables at Back-to-School Night and other school or PTA functions
- Personal conversations at school athletic events
- Letters to community service clubs and organizations (many clubs need to fulfill “volunteer hours”, so just ASK!)
- Letters or phone calls to ministers and rabbis in community requesting info to be placed in newsletter
- **ASK YOUR FRIENDS!!**

The volunteer coordinator needs to know ALL of the celebration plans and the needs of ALL of the committees. When someone volunteers to "help wherever needed," the coordinator needs to be able to tell them what is needed.

If a parent volunteers, FIND SOMETHING FOR THEM TO DO!!! Nothing makes people more unhappy than being begged to volunteer and then never hearing from anyone after they offer to help.

While volunteers should not be involved in playing the games, they should act as if they are having a good time and try to persuade students to join in and try the activities. Smiles go a long way!

It cannot be said often enough: The more parents of eligible students you have involved on your committees, the more students you will have at your celebration.

Parents who help in any way with these celebrations almost never host a teen party where alcohol is served. Get as many parents as possible involved on committees. Let them know what it is you need them to do. Spell out **exactly** what is needed in a flyer or newsletter.

Sample parent recruiting flyer sent out in August. Broad Run High School, Loudoun County.

ATTENTION ALL PARENTS

As you look forward to September 7th, I'm sure that a smile breaks across your face as you think about how peaceful your home is about to become. Before you lose that smile, I'd like you to think forward to June 22 next year: Graduation Night for Broad Run High School's Graduating Class. After all of the kisses and hugs are finished that evening and the last flash from a proud parent's camera momentarily brightens the darkening sky, our seniors will head off to their all night, Drug and Alcohol-Free Graduation Celebration. This celebration will be unlike any other celebration that they have attended. Why? Because of parents like you.

The success of this celebration depends upon parent volunteers—lots of them. And for the past several years, parents have always come forward to help. As the chairman of Project Graduation, I would like to extend my personal invitation to parents of freshman, sophomores, juniors and seniors to join with me and a dedicated cadre of parents who have already volunteered their time for next year's celebration.

With this event, there is no such thing as ‘too much help.’ Parents of underclassmen are especially welcomed, for two reasons: first, you will need the experience and exposure to this activity to better prepare you for the time when your son or daughter becomes a senior and it’s your turn to run the graduation celebration; you'll be experts at that point. Second, and perhaps more importantly, volunteer parents of seniors will have a Herculean task on the 22nd of June trying to prepare for their child's graduation as they wrap up last minute details associated with the all-night celebration. Parents with no seniors, who are members of the Project Graduation Team, will have only half the workload.

The goal of this team is to create an atmosphere that will leave a lasting impression in the memory of our graduating seniors. If you would like to be a member of that Team, please contact me, (blank), at (phone #). Thanks.

Please contact (name) at (phone #) if you are able to help. Remember, without your help, this celebration cannot be a success. Each committee will have years of previous experience to draw upon and a comprehensive how-to-guide to help them along the way. Previous volunteers are always available to provide guidance. There is no need to ‘reinvent the wheel.’

ACTIVITIES: If you love partying with hundreds of teenagers, you'll love working on this committee. Members are responsible for planning, setting up, and running the games that will amuse, challenge, and beguile the seniors. Games of chance, carnival games, athletic games — you name it. There are dozens to choose from, all previously tried and tested. Let your imagination go wild. The entire Ashburn Sports Pavilion is available, including the pool and racquet ball courts. Activities also provide the musical entertainment.

CLEANUP: If you have a strong back, and do not mind getting up early in the morning or dirtying your hands, this committee is for you. They provide a FRESH group of volunteers at the end of the celebration who clean up, dismantle, store, return items, and disburse left-over food. Their primary work begins immediately following the celebration at 6 a.m. They will return the Ashburn Sports Pavilion to its original state by 8 a.m. and conclude their tasks shortly following that.

DECORATING: If you are artistic and love to create things, this is where you will be most effective. This committee is one of the largest and one of the most intensive. They are responsible for decorating the Ashburn Sports Pavilion in the theme established by the seniors. This committee will be composed of many sub-committees, one for each major area of the pavilion (such as entrance, stairwell or hallways). Members of this committee begin their assignment as soon as the theme is established.

FUNDRAISING: If you have a lot of business contacts and are skilled in the fine art of persuasion, this is the place for you. This committee has a very demanding and critical job to perform. Their assignment is to provide items and money, through donations from parents, business establishments, and community associations, that will cover the cost of the celebration. This committee also coordinates the major fundraisers throughout the year, such as the Meadow Muffin Contest.

PRIZES: If you never have a problem figuring out what type of presents to buy your friends and relatives, you will definitely want to join this committee. They will use money from fundraising and gifts from local businesses to create an almost endless flow of prizes that will be given out during the

celebration. These prizes will vary from simple door prizes, to major gifts.

PUBLICITY: If you have a way with words and a knack for getting people's attention, you will be very happy working on this committee. Their job is to create enthusiasm for the celebration among students, parents, school administrators, faculty and the community at large. This is done through announcements in the school paper, the parent newsletter, articles for the local newspapers, contact with the radio stations, and any other medium they can come up with.

REFRESHMENTS: If you love serving food to hungry people, this is the place for you. This committee provides simple food and beverages that appeal to the graduates. If this can be done while conforming to the general celebration theme, so much the better. They will work closely with the fundraising committee to solicit donations from local fast food parlors, restaurants, hotels, churches, and other community organizations.

SECURITY: If you are not easily intimidated, and do not mind working a few hours between 11 p.m. and 6 a.m., sign up for this committee. They provide for a safe, drug- and alcohol-free atmosphere during the celebration. They give the thumbs up on who can and who can not enter the celebration. Celebration security also includes parents who will serve as chaperones throughout the night.

TICKETS: If you are an ingenious person, the ticket committee wants you. Their job is to provide a method of identifying those who should be admitted to the celebration. Tickets can be a very clever publicity stunt used as the final lure to get students to the celebration. For example, if a travel theme is selected, tickets may be airline wallets containing 'boarding passes' that are presented at the 'ticket counter' where a 'boarding pass' is issued. You get the idea.

Some areas/jobs that you may want to assign a volunteer(s):

- be the official committee photographer
- be the official greeter and welcome new parent volunteers
- work in "coat check" room
- floaters to give people breaks
- be a gopher/messenger for the committee chairperson(s)
- additional security
- giving extra attention to special needs students
- taking drinks/water around to workers who may not be able to step away to get it themselves (i.e., casino/games).

It Takes a Whole Village to Raise a Child

African Proverb

THEME BUILDING

Choose a theme early so that all decorations, activities, food, and publicity can be planned around it. A theme will make some of those choices easier and will definitely lend an air of festivity to the celebration. The tickets, publicity, entry-way, and check-in procedure should all be incorporated into the theme in some way. Match as many of your activities to your theme as possible.

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A theme need not be original to be exciting to students and adults alike.

- Many schools use the same theme year after year for their graduation celebration. It has become a tradition to do so and they build on their existing activities and decorations.
- The theme should not become a contest between committees, schools, or classes.
- Your committee may be able to borrow ideas, equipment, or supplies from other schools. Talk with other schools decorating committees to see what has worked for them. Also, find out what did not work at all – IT HELPS JUST TO TALK WITH ONE ANOTHER!!

Some committees like to use themes or incorporate activities that are currently popular such as a sports theme during an Olympic year, “Survivor” “Who Wants to Be a Millionaire?” or other popular TV shows.

Many celebrations use almost the same activities yearly but change the way the celebration is presented based on the theme.

- Tickets may be airline, theater, stagecoach, moon rocket, chariot ride, theater, disco, made on, or to look like, a CD.
- Games of chance might be Monte Carlo, Las Vegas, Atlantic City, a speakeasy, Wild West gambling saloon, Land of Opportunity, New York Stock Exchange or Missouri river boat.
- Food may be from different countries, Star-vation Station, "Mystic Pizza," or "Yellow Submarine."
- The sky is the limit!

Some celebration theme ideas:

TRAVEL/INTERNATIONAL

- Airport '___ (insert year)
- All Night Flight or All Knight Flight
- Around the World in ' (yr) Days
- Going Places
- Up, Up and Away (yr)

TRAIN

- All Aboard, America!
- Orient Express
- Rock & Roll Express
- '(yr) Express

CRUISE

- Breakfast on the Potomac (nearby river, lake)
- Caribbean Cruise
- Cavalier (school mascot) Cruise
- Cruise to the Islands
- Potomac Fever (nearby river, lake)
- Sea Cruise '(yr.)
- Tropical Cruise

BEACH/SEA

- Beaches of the World
- Island Vacation
- Neptune's Underwater World

- Neptune's Court
- Sunset Beach Celebration
- '(yr) Leagues Under the Sea

HOLLYWOOD/MOVIES/TV

- At the Movies
- Hollywood Under the Stars
- Reel Midnight Madness
- (school name) Goes Hollywood
- Star Search
- Starry Starry Night
- Survivor or Journey to Survivor Island

PLACES/OTHER

- Aloha '(yr.)
- City Lights
- Coast to Coast
- Go for the Gold (Olympic theme)
- It's a Jungle Out There!
- Las Vegas Night
- Luau
- Mardi Gras
- Mash Bash
- New York, New York

- Night on the Nile
- Oaktonopoly (name of school)
- Oh! The Places You'll Go!
- Safari
- South of the Border
- Space
- Survivor
- Titan Timewarp (mascot of school)
- Club 2007 (yr.)
- Wild, Wild West

TIME RELATED

- Back to the Future
- Blast to the Past
- If I Could Turn Back Time
- 1, 2, 3 O'Clock, 4 O'Clock, Rock
- Remember When
- Rock Around the Clock

CIRCUS

- Circus of the Stars
- Clownin' Around

THEME IDEA: SAFARI as shown through rules (Policies and Protection Plan) and itinerary issued to students.

SENIOR SAFARI Policies & Protection Plan

1. **PROTECTION PLAN:** All Safari participants are required to pre-register by Wednesday, May 15. The Parent/Student & Guest Agreements must be completed and returned in order to be considered pre-registered.
2. **DEPARTURE:** All participants must meet their guides at THE LAST OUTPOST (main entrance) between 12-1:30 a.m. Participants who have not arrived by this time will be left at the Outpost and parents will be notified.
3. **BAGGAGE ASSISTANCE:** All baggage (jackets or purses) must be left in the care of local natives (adult volunteers) at the village. All items will be safe and accessible to their owners.
4. **NATIVE CUSTOMS:** This is a substance-free society, thus — any participant arriving visibly impaired by any form of illegal substance will be sent before the tribal chiefs (security and administration). Parents will be called and participants escorted home.
5. **SAFARI ATTIRE:** Come comfortable. Sneakers, shorts, and your SAFARI SHIRTS (you'll get them when you pre-register) are your best bets.

ALL SENIORS AND THEIR GUESTS ARE REQUIRED TO ENJOY THE WILDLIFE, SCENERY, AND NATIVE FOODS.

SAFARI ITINERARY

- | | |
|----------------|-------------------------|
| 12 - 1:30 a.m. | Gathering at Outpost |
| 1:30 a.m. | Native Welcoming Ritual |

- 2 - 5 a.m. Safari Adventures:
- THE EMERALD FOREST (cafeteria) Music by Boomer Tunes, Native Dance Contest, Tarzan Yell Contest, and prize drawings every hour on the hour.
 - THE PLAINS (gym) Half-court basketball, Volleyball & Ping-pong.
 - THE RAINFOREST (main hall) Banana Tree Basketball, Pineapple/Coconut Bowling, Ring the Giraffe, Tempt the Piranha, Arcade Games, Jungle Mini-Putt, Wildlife Shoot
- 5 - 6 a.m. Farewell Breakfast & Grand Prize Drawings



THEME IDEA: SURVIVOR

The obvious popularity of the television series made this a very recognizable theme. Their inventory of decorations also lent itself to either an “island” or “outback” version. The not so obvious relationship to the word “survivor” and the reason for the celebration made the theme even more pertinent.

All entertainment activities were advertised as “challenges” similar to the individual challenges on the TV show. In addition, four separate team challenges were conducted. They were Mental, Food, Climbing, and Raft Challenges. A Trivia Game was also added based on a challenge theme. One challenge had team members riding inflated crocodiles in the pool and retrieving balloons with letters to spell out the school name.

All decor was based on the theme:

- Entrance: accented by burning Tiki torches with Survivor theme music playing in the background.
- General decor incorporated throughout: balloon palm trees, plants, life-sized figure of Richard Hatch (the first Survivor winner).
- Information desk: called “Head Quarters,” decorated with a skeleton head. Here students were given quarters for use in the gym lockers (obvious play on words).
- Relaxation room decor: real log stumps, pillow fish, and plants.
- “Boomerang Bay” (the pool area): Full of balloon “bubbles” and crocodiles (pool floats).
- “Outback” (gym area): inflatable activities, casino, and Trivia Game.
- “Feasting Pit” (food area): Covered with a dark background and many twinkling lights simulating a clear night on a deserted island. Tiki huts used to serve tropical frozen drinks.
- “Kookaburra Lounge” (the spa area).
- Parent volunteers were “guides” wearing khaki or tropical clothes.
- “Tribal Council” (closing ceremony): every student belonged to a “tribe” with one student from each tribe asked to stand and hold the tribal stick (bamboo pole with the tribe’s name on it). A council jar contained the tribe names. As one tribe name was pulled from the council jar, all those tribe members were asked to leave the “Outback” and go to the check-out area which allowed for a very orderly dismissal of the students. To maintain interest, prizes were displayed during the tribal council with only the last remaining tribe receiving a prize.
- Souvenirs: every student received a wooden boomerang engraved with “LCHS All Night Graduation Celebration” and a T-shirt with a “Survivor” theme logo and LCHS on it.



THEME IDEA: JOURNEY TO SURVIVOR ISLAND

Games were named to support the theme that included 23 activities such as:

Adrenalin Rush (gladiator joust)
 Watusi's Waterfall (dunking booth)
 Boulder Boost (basketball shoot)
 Gator Hole Golf (putt-putt)
 Palm Tree Pool (pool tables)
 The Lion's Den (bean bag toss)

The Warrior Challenge (power ball battle)
 Tiki Toss (football toss)
 The Lost Loot (money machine)
 Lagoon Laser Tag (laser tag)
 The Pineapple Pitch (ring toss)
 The Grub Hut (food court)

Students who wanted to participate in the Survivor contest signed up at the beginning of the night. Preliminary challenges (games) were held throughout the evening to eliminate all but four male and four female participants who participated in their two final survivor challenges as part of the closing activities. Anyone failing a challenge was eliminated; those "surviving" the first challenge went on to the last challenge:

1. Balance beam.
2. Food: eat oysters, pig feet, snails, and other exotic or unusual foods (two girls and two boys survived this).

At this point, the audience picked the winners (one male, one female) who were given \$125 cash; runner-up male and female were each given \$75 cash; other two male and two female participants were given \$25 each.



MATCHING ACTIVITIES TO YOUR THEME.

The easiest way to begin this process is to brainstorm ideas about your theme. To do this, gather your group around a chalkboard or large piece of paper. Appoint one member as the recorder to keep track of everyone's ideas on that board or paper. Try to record as many "things"—both negative and positive as possible. Then start finding ways to use some of these ideas in your activities.

With a CRUISE theme you might come up with the following "things" you think of when you think of the word "cruise:"

Aerobics	Caribbean	Dancing	Deck chairs	Dolphins	Mississippi River	Fish
Fancy food	Ports of call	Gang plank	Golf balls	Life boats	Queen Mary	Romance
Reading books	Life jackets	Ships	Mark Twain	Ships' officers	Twinkling stars	Sunsets
Shuffleboard	Sinking	Gaslights	Titanic	Gambling	Sharks	
Robinson Crusoe	Swimming pools		Portholes	Sailors	Ship's wheels	

MARDI GRAS might bring these ideas:

Alligators	Beads	Floats	Gambling	Glitter	Jazz	Gold coins
Jack-in-the-box	French Quarter	Jesters	Lafayette	Masks	Mississippi River	Parades
Partying	Pirates	Plantations	Poker	River Boats	Steamboats	Swamps
Cemeteries above ground	Purple/Gold/Green	Dice	Crowds	Crowns	Dragons	The King
Farmer's Market	Fat Tuesday					

Now try to fit as many of the ideas as possible into your activities, food, entryway, tickets, or ID's. On the following pages are some theme-related game and party-area ideas that may help you put together a total theme celebration.

SAMPLE GAME IDEAS FOR THEMES				
Familiar Game	Western	Mardi Gras	Beach	Tropical
Toss pennies onto a saucer	Toss gold nuggets (rocks) into cowboy boots or hat brim	Toss gold coins in chest	Toss rubber or cracker goldfish into fish bowls	Toss rubber or cracker goldfish into fish bowls
Throw football through tire	Throw toilet paper into "hole" in outhouse	TP I court jester's mouth	Toilet Paper through a toilet seat swinging in the breeze	
Treasure Hunt	Pan for gold; gold "nuggets" in sand	Jewels in the crown	Search for hidden treasure in sand	Search for buried treasure in sand
Whack-a-_____	Rattler, buffalo	Crayfish	Shark or whale	Fly onto frog's tongue
Throw hoops over bottles	hoops over antlers	Necklaces over outstretched hands	Save a drowning person	Leis over flamingos
Races	Horse races	Dragon	Propel boats through wallpaper tubs with squirt bottles	Dolphin or flamingo races (like horse race)
Throw darts at balloons	Darts at feathers (long skinny balloons) in Indian headdress	"put out" the firecrackers (hit paper flame)	Spear a shark (darts into paper sharks)	Spear a fish (darts into paper fish)
Sail airplanes onto strip	Dead chicken fling (backwards over shoulder into stew pot)	Land seaplane on the bayou	Crab fling	Alligator Fling
Throw cloths into a chute	Include long underwear, cowboy hats, pantaloons,	Include costumes	Include swim suits, beach towels	Include grass skirts, coconut shell bikini tops
Throw beanbags through holes or at an object	Throw cow pies (chocolate covered cookies in cellophane) thru holes in cow	Throw beignets into coffee cups	Toss shells in beach pails	Toss coconuts into outrigger canoe
Candid photos	Jail scene	Jester outfit	Beach scene or lifeguard chair	Grass skirts, coconut halter top, leis, Hawaiian shirts
Graffiti wall	Abandoned mine shaft	Chinese dragon	Names in the "The Sands of Time"	Waterfall
Large rented activity	Calf roping	Velcro jump: "stuck in quicksand"	Robo surfing	Robo surfing

SAMPLE GAME IDEAS FOR THEMES				
Familiar Game	Jungle	New York	Cruise	America
Toss pennies onto a saucer	Toss dog food into feeding dish	Toss pennies into hobo's hat	Toss rubber or cracker goldfish into fish bowl	Toss coin over the Potomac
Pin tail on donkey	Pin parrot in tree	Pin leg on Rockette	Pin corsage &/or boutonniere on couple	Pin bear on Abe Lincoln
Throw football through tire	TP through tree	TP through computer or TV screen or call game Stock Market & use toilet seat	TP through life preserver	TP through toilet seat
Treasure Hunt	Gold/jewels in treasure chest: Gold from lost plane	Stock certificates in garbage (crumpled paper)	Gold coin or jewels in treasure chest	Coin in sand (beach) Stock certificates in garbage
Whack-a-_____	Teacher into a stew pot	Bagel into cream cheese	Crab or alligator	Turkeys into roasting pans
Throw hoops over bottles	Throw hoops over elephant tusks	Throw hoops over Rockette's leg	Save the drowning person (life preservers over wig stand)	1. Statue of Liberty's torch 2. Coke or Pepsi bottles
Races	Elephant or zebra races	Horse races	Water propelled boat races (in wallpaper tubs or house gutter)	Race cars: Indy 500
Throw darts at balloons	Fling alligators by their tails into big pot; "poison darts" into teachers' pictures	Darts at stocks	Darts into pictures of fancy food	Darts at Donkeys and Elephants
Sail airplanes onto strip	Sail planes onto palm tree lined strip	Land planes at "JFK"	Land planes on deck of ship	Land airplanes at Dulles
Throw clothes into a chute/basket	Include Safari outfits and hats	Chinese Laundry	Include fancy dresses and tuxedos, etc	Red, white, and blue items
Throw beanbags through holes or at an object	Bean bags through jungle masks or banana shaped bean bags at monkey	Banana shaped bean bags at monkey in Bronx Zoo	Captain's hat onto head	Toss peanuts into trash cans: "Don't Mess with Texas" (litter campaign in Texas)
Candid photos	Gorilla in a cage	Central Park Bench	Ship's crew uniforms	With cutouts of current President
Graffiti wall	Cave or tree with vines	Subway	Hull of Ship	Railroad or airport destination signs
Large rented activity	Giant Slide	Velcro Wall or Olympics	Robo surfing	Bungee Run (jogging)

SAMPLE GAME IDEAS FOR THEMES				
Familiar Game	Egypt	Medieval	Space	Under the Sea
Toss pennies onto a saucer	Toss scarabs into Egyptian vase	Coins into knight's helmet	Money into NASA's money box	Rubber or cracker goldfish into fish bowl
Pin tail on donkey	Pin smile on Sphinx	Pin spear on suit of armor	Pin ring around planet	Leg on octopus or tail on mermaid
Throw football thru tire			Planet through ring	Pearl into clam
Treasure Hunt	(Plastic) skeleton bones buried in sand	Dragon or dinosaur eggs	Moon rocks into space	Sunken treasure (coins/jewels)
Whack-a-_____	Scarab, water buffalo	Dragon into moat		Fish into boat
Throw hoops over bottles	Throw hoops over camel or the Sphinx	Hoops over horn hats	Stand bottle upright (retrieve object lost in space)	Hoops over coral
Races	Camel races	Dragon races	Supply moon shoes for races around "moon" rocks	Dolphins or sea horses
Throw darts at balloons	Pictures of Cleopatra, King Tut, pharaohs	Throw darts into paper apples	Points for hitting various planets	Darts at clear balloons (bubbles from ocean)
Sail airplanes onto strip	Airplane in desert or next to oasis	Javelin or spear into paper apples on teacher's (pictures) heads	Land shuttle (Balsa airplanes) in desert while wearing large bulky (space) gloves	Sea plane on ocean
Throw clothes into a chute/basket	Harem clothes, veils	Include pointed hat with long scarf, suit of "armor"	Heavy (space) gloves, helmet, bulking clothing	Include swim wear, beach towels, scuba gear, pirate stuff, snorkeling
Throw beanbags through holes or at an object	Jewels into belly dancer's belly button or snake pit	Hit the Lochness Monster (use rubber "Moon Rocks")	Moon rocks into space ship for trip to Earth	Dolls (name for teachers) into shark's mouth
Candid photos	With camels	Lord & Lady	Astronauts	Snorkel or mermaid outfit
Graffiti wall	"Papyrus" Scroll (with hieroglyphics)	Castle wall ("stone" paper)	Moon and stars	Sunken ship or coral reef
Large rented activity	Velcro wall (climb pyramid) Bungee Run (run for the oasis but get yanked back before reaching it)	Jacob's Ladder (rescue damsel in distress) Gladiator Jousting	Velcro wall, bungee run	Robo surfing

SAMPLE THEME AREAS					
Party Area	LIFE IS A HIGHWAY	SOUTH OF THE BORDER	UNDER THE SEA	MOVIES	NEW YORK
ENTRYWAY	Highway construction zone or Toll Booth	Passport Control	Huge walk-through shark: "Jaws"	Movie ticket booth	New York skyline
CHECK ROOM	The Garage or The Pit Stop	Customs and Immigration	Locker Room	"Untouchables"	Grand Central Station
CARNIVAL	Coney Island	El Carnival de Fun and Games	Charlie Tuna's Playhouse	"Big"	Coney Island
GAMES OF CHANCE	Las Vegas	La Big Chance	Diving for Treasure	"Wall Street"	Wall Street
FOOD	Road Kill Café	Rosie's Cantina	Neptune's Dive	Hard Rock Café "Mystic Pizza" "Alice's Café"	NY Deli
GRAFFITI WALL	Subway station wall	"Adobe" or "stone" wall	Fluorescent markers on fish covered blue	Grauman's Chinese Theater or "American Graffiti"	Subway
PRIZES	Souvenir Shop	El Surprizo	Scuba Shop	"Treasure Island"	5 th Avenue
CANDID PHOTOS	Antique car or convertible	Sombreros or serapes	Head thru holes: Scuba diver, mermaid	"On Golden Pond"	Central Park
MAJOR THEME DECOR	Highway on floor throughout, traffic signs, road signs	Lots of color, piñatas, cactus, red peppers, donkeys	Black lights, fish, fish nets, octopus, waves	Movie posters, stars, mini-lights	Glittery signs, city bldgs
I.D.'S	"fake" Driver's license	Passport	Star fish	Mini skate boards	Key to city
TICKETS	Road maps	Airline ticket	Sea shells	Take board or movie ticket	Subway token or red apples
PRE-PARTY RESERVATION LIST	Cars and trucks on highway	Donkeys or cactus, or sombreros	Schools of fish	Take Boards or Film	City buildings or Apples
VOLUNTEER DRESS	Construction workers: orange vests, hard hats	Sombreros	T-shirts	White top, black bottom, bow ties, cummerbunds	White hope, black bottom, bow ties, cummerbunds

SAMPLE THEME AREAS					
Party Area	WESTERN	MARDI GRAS	BEACH	CRUISE	INTERNATIONAL
ENTRYWAY	Stagecoach Stop/Ticket Window	New Orleans scene: boats, cotton bales, tombstones of school subjects, bon voyage party	Boardwalk, bridge, water, seagulls	Gang plank, bon voyage party	Passport Control
CHECK ROOM	Stagecoach Luggage Check	Rue de Bagages	Locker room	Customs and Immigration	Customs and Immigration
CARNIVAL	Country Fair	Carnival!	Coney Island	Rio	Rio
GAMES OF CHANCE	Last Chance	Jeu de Chance	Atlantic City	Monte Carlo	Monte Carlo or Las Vegas
FOOD	Dry Gulch Café	Cajun Café	Under the Boardwalk	Cannes	Hollywood
GRAFFITI WALL	“Wooden” fence	“Stucco” wall	Marketplace	International or ship’s buffet	Chinese, Mexican or American
PRIZES	Gold Rush or Gold Mine	Les Prix	Autograph Alley	“On the high seas”	Subway
CANDID PHOTOS	Western scene with cows, corn, horses or hats	Fancy dress “head through hole” scene	Treasure Cove	Ship’s store	Duty Free Shop
MAJOR THEME DECOR	Horses, corral, cowboy hats/boots, cactus, coyotes	Purple/green/gold, Street lamps, masks, Jack-in-box, dragon, beads, gold coins	Under the Umbrella	At sea	Waiting room
I.D.’S	Sheriff’s badges (stars)	Masks	Beach posters	Travel posters: cruise, island, beach	Travel posters
TICKETS	Stage Coach tickets	Masks	Driver’s license or beach pass	Passport	Passport
PRE-PARTY RESERVATION LIST	Wanted posters	Masks	Bridge ticket	Cruise ticket	Airline tickets and ticket wallets
VOLUNTEER DRESS	Cowboy hats	White tops, black bottoms, bow ties, cummerbunds	Life preservers or beach balls	Port holes	Airplane with banner behind

WORKING WITH VENDORS

1. Know who is eligible to sign contracts.
2. If you have been happy with the vendors your celebration has used in the past, consider using the same ones again. They already know your facility and the rules. They will be happy to have a repeat customer. If you want to change vendors, comparison shop BEFORE you sign the contract. Once you sign, it is a legal binding contract. Don't try to get out of it because you found a better deal.
3. **Have only your Activities chairperson call each vendor.** It is very confusing, time-consuming, and frustrating for the vendors to receive calls from several different people all claiming to represent your celebration and asking the same questions.
4. Read through all notes and contracts from the previous year BEFORE you begin calling vendors. Take advantage of the vendors' knowledge, experience and expertise. This may be *your* first all-night after-prom or grad celebration, but your vendor has probably done many of them in the past. They work with their equipment all the time and know what this age group likes and doesn't like. Remember, most committee members are not professional special event planners.
5. Find out how much electrical power your activities will require. Check with the facility's electrical engineer to determine if everything you want to rent can run at the same time in the areas where you wish to place them. The vendor should be prepared to bring a generator as needed.
6. Be aware of liability issues. Protect wooden gym floors and be careful with all water-based activities (dunk tank, water-powered races or bubble machines) to avoid slipping accidents.
7. Ask how vendor's employees will be dressed. Don't permit clothing with obscene or substance-related logos or slogans.
8. Confirm that the vendor will provide a minimum of one employee per piece of equipment and will run the activity during the rental period.
9. You may want to add to the vendor's standard contract a statement such as: "Vendor's employees under the influence of alcohol or illegal drugs will immediately be removed from the celebration and a financial adjustment will be made to the final bill."
10. If DJ is broadcasting, find out who the sponsor will be. Please do NOT allow alcohol or tobacco companies to sponsor broadcasts as it sends a double message to the students and community.
11. Obey **ALL** fire marshal rules and insist upon vendors doing the same **regardless of whether a fire marshal actually checks your celebration.** If something does go wrong, this will lessen your chances of litigation as you will have taken steps to make the celebration safe. **ALL items should meet fire marshal standards.** Do NOT take the word of a vendor that props will meet fire regulations.

WORKING WITH THE FIRE MARSHAL

It is important to remember that the Fire Marshal, like your committee, is looking out for the safety of all who are attending the celebration. Working with the fire marshal is like taking out an insurance policy. If something should go wrong and someone is hurt at the celebration, it will be difficult to prove negligence on the part of the celebration planners if all items have been checked and approved by the fire marshal. Be sure that no one makes changes after the fire marshal gives approval or the approval will be invalid.

The following information from the Fairfax County, Virginia, fire marshals should be considered a guide. All guidelines are directly from the new *national* fire regulations. Please check with your local fire department or fire marshal for further guidance.

It is *STRONGLY* recommended that you follow these guidelines *regardless* of whether your area or facility requires an inspection by a fire marshal.

GUIDELINES FROM FAIRFAX COUNTY FIRE AND RESCUE DEPARTMENT

Requirements for All-Night Teen Celebrations

1. Plans must be submitted to the Fire Prevention Division at least 45 days in advance of the date of the celebration including:
 - Floor plan with emergency exit routes and all fire extinguishers and alarm pulls marked
 - Refreshment areas
 - Detailed decoration plans
 - Complete contact information including that of chairperson and alternates
 - Date and time of event as well as the name and address of the event facility
 - Approximate number of attendees
 - Evacuation procedures
2. NO Smoking indoors.
 - There shall be no open flame devices indoors. They are permitted outside if kept clear of combustible materials and located 25 feet from the building.
3. All decorations shall have a manufacturers label showing fire- or flame-retardancy. Save wrappings or containers of commercially purchased decorations for inspection to show they were manufactured with fire-retardant chemicals.
4. Christmas tree lights and other lighting decorations may be used in other decorative applications providing contact is not made with any flammable or combustible materials or any component of the exit-way system is obstructed.
5. Christmas tree lights and other lighting decorations shall be listed by a recognized testing laboratory, i.e., Underwriters Laboratories (UL) or Factory Mutual (FM).
6. Lights must be in good repair; check for worn insulation, loose bulb sockets and broken plugs. Use only lighting sets that are listed by Underwriters laboratory (UL). No more than 3 strands plugged together.
7. Extension cords shall only be approved on a location-to-location basis. Extension cords must be heavy duty, no longer than 25 feet, and may NOT be plugged together to make longer cords. Do not tape cords on walls. Do not run cords over or under doors or across floors.
8. Any type of fire suppression or detection system shall not be blocked or covered by decorations.
9. All required exit doors must be unlocked and unobstructed at all times. Exit corridors shall be free of any obstructions. All exit signs must be lighted and visible.

10. A minimum 44" aisle width is required (i.e., Maintain 44" between tables with chairs pushed into tables).
11. A minimum of one adult per location shall be responsible for the life safety of all occupants while the celebration is in session. This adult(s) will be given assistance by the Fire Prevention Division on DO's and DON'Ts prior to the event.
12. IN ADDITION:
 - No smoke or fog machines allowed.
 - No dry ice allowed.
 - Adults in each location are REQUIRED to have a working flashlight.
13. Cooking on-site can only be done in a commercial kitchen, which by definition requires a commercially rated vent hood. Bar-b-ques may be used outdoors.
 - Any luminaries must be at least 25' from building.
 - No black plastic may be used
 - Wall treatments cannot exceed 10% of the wall space and should be 3 feet from ceiling and floor.
 - Stairwells MUST remain open and undecorated.
 - No decorations within 3' of a door.



THIS IS NOT A COMPLETE LIST OF ALL OF THE FIRE SAFETY REGULATIONS. THEY ARE THE MOST COMMON VIOLATIONS ENCOUNTERED WITH PROM/GRAD CELEBRATIONS. IF THERE IS AN ISSUE THAT IS NOT ADDRESSED IN THESE REGULATIONS, DO NOT ASSUME THAT IT IS PERMISSIBLE; CONTACT THE FIRE MARSHAL'S OFFICE FOR ASSISTANCE.

SOME ITEMS THAT SHOULD NEVER BE USED

1. Tissue/crepe paper ANYthing. It's highly flammable.
2. Gossamer, foam board/foamcore.
3. Oil based paints on ANYthing
4. Non UL tested lights (be sure to leave tags on!)
5. Weapons of ANY kind — including fake ones and water pistols.
6. Any item that obstructs an EXIT sign.

FIRE RETARDANT PRODUCTS

- Many local ordinances **require** decorations to be flameproof. Check with the fire marshal to be sure all products meet county or city fire code requirements.
- Buy items that are commercially manufactured with the fire retardant already in them. Save ALL labels for fire marshal to check.
- **Do it yourself FIREPROOFING PRODUCTS** are no longer acceptable.

ROLLS OF PLASTIC

Previous editions of this Planning Guide have recommended the use of black plastic for covering walls and lockers and for making railroad track. **Plastic is no longer recommended for this purpose as it will not pass fire code tests.**

The Committees

ACTIVITIES

Also see sections on Themes and Vendors.

Following is basic information you will need about activities:

- **ACTIVITIES NEED TO BE SOMETHING THAT STUDENTS CANNOT DO IN THEIR OWN COMMUNITY EVERY WEEKEND.**
- The more activities provided, the less chance of boredom and students leaving to go to other parties.
- It is important to have something to do the entire time the party is scheduled.
- Activities need to be varied so there are both active and passive things to do. **KNOW YOUR AUDIENCE.**
- Activities should run simultaneously so students can go from one to another. If there is lag time between activities, some students will get bored and leave.
- If at all possible, try to coordinate activities with the party theme.
- Save equipment from year to year, if at all possible.
- Be sure to obtain a copy of EACH vendor's liability insurance policy before the celebration.
- If celebration is sponsored by the PTA, only the PTA president may sign contracts. (See PTA section.)

Somewhere between 3 and 4:30 a.m. is usually a low period for students. They are getting tired and may have tried all the different activities. Have something new and different such as a contest or new activity that will spark their interest at this time. Introducing breakfast at this time is a good idea.

Celebrities: Some communities will be able to engage a name entertainer, sport's figure, or other celebrity that the students (NOT necessarily parents) would enjoy, but if their attendance will overshadow the purpose of the celebration (too much press or security), try to limit their help to pre-party activities. (NOTE: politicians are not usually the best choice.)

It is just as important to have the right person running the activity as it is to choose the right

activity. An activity may completely bomb one year because the adult running it stands back and waits for students to *choose* to participate while it is a real hit another year due to an enthusiastic volunteer who "promotes" the activity with a little "carnival" chatter and cheering-on of the participants. While volunteers should not be involved in playing the games, they should *act* as if they are having a good time and try to persuade students to join in and try the activities. Smiles go a long way!

ACTIVITY SUGGESTIONS

Some suggestions, along with descriptions are included to provide a *starting* point for choosing activities. Remember, **what works at one school may not be appropriate at another.** Also keep in mind that it is OK to have the same successful activity year after year since many (prom) or all (grad) students will be new and many repeat prom participants like looking for a particular activity.

MUSICAL ACTIVITIES

1. **Audio Recording Studio.** Booths are available for rent. Give each group a tape/CD of their performance.
2. **Dancing.** Some schools find this to be a popular activity while others find this to be the least popular.
3. **Karaoke.** Vendor provides TV monitor with words to music on screen—like watching MTV with words. Participants follow lighted words and sing to recorded accompaniment. Can be done individually or as small or large groups.
4. **Line Dancing.** Find someone to teach a *simple* dance. If group gets into this, progress to more difficult steps. Beware of trying to teach too many steps at one time. The students should have a sense of success.
5. **Music.** Use a DJ, live band, or combination of the two; suggest a committee of students choose band if a *live* one is used. DJ's are the most economical and, in most cases, the most successful. It would be good to discuss the following items with the band and/or DJ before the party:
 - Alcohol and other drugs are not permitted

- before or during their performance.
 - Songs glorifying drugs or alcohol may not be used.
 - If the music is being broadcast live, alcohol commercials may not be used.
 - Appropriate clothing must be worn.
 - Rules are to be followed or payment will not be made (be sure to withhold at least half of payment until after performance).
 - Smoke or fog machines are not allowed by the fire marshal.
6. **Video Recording Studio.** Booths are available for rent. Provide props/costumes and let them "lip sync." Let students act out simple parts and compete for "Academy Awards" given at end of party. Tapes/CD's of students' performances are provided as a souvenir.

ACTIVITIES THAT PROBABLY WILL HAVE TO BE RENTED FROM A VENDOR. *The vendor should provide at least one person to run these activities due to safety considerations. Be sure that the liability coverage you have does not exclude any of your chosen activities.*

- Bouncy Boxing. Inflated ring and oversized gloves.
- Bungee Running. Horizontal bungee jumping within an air-inflated mattress "alley."
- Giant Slide. LARGE inflatable slide. Needs tall ceilings; gyms work well.
- Gladiator Duel or Gladiator Jousting. Full inflatable crash bed with foam gladiator stands and dueling sticks.
- High Striker. Old carnival strength tester: Participants hit target with sledge hammer to see if they can make the bell ring. Be careful where this is put as it can damage a gym floor.
- Human Bowling. Participant puts on helmet and is strapped into seat inside large cage-like ball. Ball is then given a large push down "alley" (by person(s) staffing activity) into the "pins." If a strike is made on first try, turn is over. Otherwise, one more push is needed to try to "pick up the spare."
- Human Gyroscope or Orbitron. Standing or sitting space simulator; may be for one or two persons.
- Knock Your Block Off. Cross between Sumo Wrestling and Gladiator Jousting. Participants suit up in large padded suits making them look as if their neck is at the top of their actual head. A fake padded "block" head is attached to their "neck" with Velcro. They use sticks similar to the jousting sticks and try to knock each other's "block" off.
- Laser Tag. Huge inflatable space station "room" available with all the equipment to play.
- Money Machine. Blow real money, play money or discount coupons, around a booth. Let students keep whatever they can catch in a set amount of time (suggest 20 seconds). Some schools let students spend "funny" money at prize booth and keep real money. Be sure to test method beforehand as varying conditions may make this too easy. Some banks, car dealers, and radio stations have access to booths for promotional events and may be willing to loan them. Be sure students wear eye protection or blind fold!
- Moon Bounce. Be SURE to follow ALL safety instructions. If vendor doesn't provide guidelines, issue your own. It is STRONGLY recommended that only four teenagers at a time be allowed to participate in this activity and that NO rough-housing (jumping on top of one another or over air blower at back of equipment) be allowed. THIS IS FOR THEIR OWN SAFETY. Be firm about these safety rules.
- Robo Surfing. Multi-speed surf board mounted in center of large air mattress to simulate surfing.
- Robotic Boxing. Hand-controlled robots in a boxing ring.
- Spaceball. Sitting space simulator.
- Sumo Wrestling. Two participants put on oversize full-body inflatable suits which are then inflated. Participants will each look like HUGE men wearing only the traditional Japanese Sumo wrestling suit. Helmets and wrestling mats should be provided for safety. One finger is all that is really needed to knock an opponent over—and person knocked down will usually be physically unable to get up until helped. Audience probably enjoys this one as much or more than the participants who

will end up hot and sweaty.

- **Velcro Jump.** Please do NOT use the make shift kind seen on David Letterman: plywood wall and mini-trampoline. Safer version has air mattress back wall, floor, and short side walls. Both back wall and Velcro suits should have new enough (strong enough!) Velcro to really stick.
- **Velcro Olympics.** Two-person races with variety of climbing, crawling, tunneling activities through/over/on large inflated air-mattress while wearing Velcro suits.
- **Virtual Reality.** Participants wear head gear which allows them to feel as if they are in the scene they are seeing. They use a "joy stick" to move around from room to room and interact in scene they are watching. Audience does not participate in any way—there is virtually nothing to watch.
- **Wax Hands.** Participants dip hands in wax to make mold. Hands are preserved and given as souvenirs.

CONTESTS

A variety can be used. Be imaginative. Some will fit certain themes better than others. Some may become traditions with students coming to the celebration prepared to enter particular contests such as:

- Bubble gum-blowing • Hula • Dance
- Jalapeno eating • Limbo • Pie Eating
- Hoola-hoop • Lip sync • Stilt Walking
- **Baby Bingo/Kiddie Kwiz.** Photo contest using student's childhood photos.
- **Best Legs Contest.** Let guys (and male administrative, coaching, teaching staff) participate with girls as judges. This is ideal for pre-party publicity to promote the entire party or to promote the Womanless Beauty Pageant.
- **Dance Spot.** Place large colored dots (spots) around on floor. Normal dancing; when music is stopped, individual on spot that is called out will win prize.
- **Funniest Home Video Contest.** Contestants bring their video from home or make their video at the party using equipment, costumes or props.
- **Guessing Games.** Use imagination in

selecting items to use.

- **Photo identification contest** of teachers and administrators. Use teen-age photos. Students try to match photos with names. Could also use "bingo" game as above. NOTE: Give teachers plenty of warning as many will need to "write to Mom" to get a picture.
- **Trivia Contest.** Use party theme. Give prize for entry with most correct answers or draw from entries that are 100% correct.
- **Trivia Man/Lady** mingles with students asking school trivia questions, correct response rewarded with cash.

ATHLETIC ACTIVITIES

Use whatever resources are available. Some will take very specialized equipment or space while others can be set up almost anywhere.

- Aerobics class
- Arm wrestling
- Basketball
- Bowling
- Frisbee throw
- Health club equipment
- Ice skating
- Nerf fencing
- Ping pong
- Racquetball
- Roller skating
- Tug-of-War
- Volleyball
- Walleyball

WATER RELATED ACTIVITIES

Swimming, water games, and water contests may be planned if a pool is available. Be sure to have *currently certified* lifeguards present and in control of this area. Insure that your liability insurance covers this activity. Make arrangements for use of locker rooms and alert students to bring swim suits and towels. Some suggestions:

- **Belly Flop contest**
- **Biggest Splash contest**
- **Free swim:** just let them do what they want
- **Diving for Dollars**
- **Rubber boat races:** Use small paddles to propel small rubber boats or inner tubes the length of pool for individual or team relay races.
- **Scuba Diving Lessons.** Check requirements with **certified** instructor. Signed permission for all persons *may* be necessary.
- **Water basketball:** pool edge goal; lay in either shallow or deep water depending upon swimmers' ability.

- Inflatable water slide can be rented.
- Water volleyball: play in shallow end; 6-10 person teams.
- Swimming or inner tube relays.

BEAUTY RELATED

- Beauty make-overs. Guys as well as gals like to try out different kinds of lotions, creams, make-up, and scents.
- Fingernail/Toenail painting. Use nail technicians from local shops to air brush or paint fancy designs on nails or do regular manicures/pedicures. Boys seem to love this as much—or more—than the girls.
- Hair studio. Fancy, high-fashion, or punk hair styles using lots of glitter and spray-on hair color are fun. Some hairdressers—particularly those with large teen clientele—may be willing to help.
- Stage make-up. Community theater or school drama clubs may be willing to provide some expertise as artists get to practice on live subjects using party materials—a bargain for both artists and the party. Students seem to like "Spider Man," glittered "tear" drops, over-sized colored mylar eyelashes, beards and mustaches.
- Tattoo Parlor. Paint small designs using body paints available from specialty (see Resources) or theatrical supply houses or use commercially available washable decals—very realistic. Painted designs will last two to three weeks if taken care of (no scrubbing, no oils, no alcohol-based products but should be re-powdered each day) while the decals will last two to three days.

MEMORIES

- Class photos. Collect photos of your students from early childhood through high school. Project on wall near dance floor or food tables. Let them run continuously all night.
- Graffiti wall. Cover an area with paper. (Remember Fire Marshall codes regarding wall decorations.); let students write with magic markers all over it and give to class for use at future reunions. Some have used this as part of their theme decorations (for movies — Grauman's Chinese Theater, for New York — subway). Try painter's drop cloth or

decorative novelty paper. Be sure markers won't go through and mar wall.

- T-shirt, Boxer-short, Hat Signing or Decorating. Provide items along with permanent markers for students to sign, write messages, or decorate.
- Time Capsule. Have students bring something small to make up a box of items to be opened at a class reunion in 10-20 years. Have papers available for students to fill out their prediction of things they think will have happened to them by then (marriage, children, jobs or salary). Try to include some school memorabilia (football, band or drama program.) Find a safe storage place for the capsule — remember it needs to be stored 10-20 years — perhaps with senior class president or other officer who may be setting up (or at least attending) future reunion. Prom celebration also can do this — Use as a special activity for the senior class.
- Video of Class. Videotape as many class activities as possible — beginning with first day of school senior year (or, if possible, begin with freshman year). Try to tape some of each sport, musical event, assemblies, class election posters—class life in general.
- Video of Graduation or Prom. Tape and show complete graduation ceremony or students arriving and dancing at prom for viewing as students stand or sit in lines for other activities during the party or provide special room for this.
- Video Time Capsule. Use video camera to "capture" students' comments for future use at a class reunion. May have set questions to be answered or students may wish to perform. Be sure each person is clearly identified on tape.
- Yearbook signing. This seems to be a huge hit at schools where yearbooks are not distributed until the last few of days of school.

SPECIAL ENTERTAINMENT

- Academy Awards Ceremony. Use with a "home-made" video studio, or as a movie-theme party wrap-up activity. Select a small number of characters from current movies well-known to students. Have students nominate classmates who would have best

played that part. Do this two to three weeks before the party—during school hours. The week of the party have students vote on top three candidates in each category and keep results secret until party breakfast. Award small "statue" (copy of "Oscar" or use gold-sprayed plaster-of-Paris school mascots), certificate, or other gift. Give winners opportunity to make acceptance speech. DJ may help with theme music from movies.

- Balloon animals or hats are always a hit. Check to see if any volunteers have this skill before hiring a professional. HINT: Many D.A.R.E. Officers use balloon animals or hats as part of their program and may be willing to help.
- Hire an entertainer. Hire a group or individual to provide items for each participant, walk through the crowd entertaining, or do a special act at a particular time.
- Magician-Mime-Comedian-Yo-Yo pro, Steel band
- Silly String War—free wheeling, friendly combat using Silly String as the weapon.
- Womanless Beauty Pageant. Stage a "beauty" pageant where guys dress up in women's wear. Announce it in time for students' to make plans to enter and come prepared with costumes, wigs and make-up. Let girls dress the guys; award prizes to the guy and the girl who dressed him. Introduction of contestants may be part of pre-party publicity. Award prizes—bouquet of flowers or crown, along with a small "real" prize. One school sprayed Barbie dolls gold and dressed them in the school colors; the guys competed to "Bring home the Barbie."

PERSONALIZED ACTIVITIES

- Caricatures. A talented parent or community member may be willing to draw caricatures of students. Many caricaturists can do approximately 45-75 drawings in three hours.
- Fortune Teller. A crystal ball, gypsy costume, and tea leaves, cards, or palm reading done in a dimly lit room create excitement especially when everyone is predicted to have happy, successful futures. Be aware that some parents and/or community members may object on religious grounds.

- Handwriting analysis. A community member may be able to provide this service. If not, fairly simple inexpensive (but time consuming) computer programs are available. It may be best to run the computer analysis before the party and hand them out as party favors.

OTHER ACTIVITIES

- Billiards. Borrow or rent pool tables and equipment for students to use.
- Dunk Tank, Flush-em, or Pie Throw. Use favorite teachers or administrators as targets, if willing. Be sure to provide eye protection for pie throw (recommend shaving cream over whipped cream due to clean up problems). Be careful with dunk tank as person being dunked can be injured if not done properly.
- Game show. Use imagination in adapting a current TV game show for students to play. NOTE: It is extremely important to find a dynamic enthusiastic volunteer to run this activity. It's been a smash at celebrations with the right volunteer.
- Laser Tag is popular with students.
- Movies. Depending on equipment available, use either video or movies obtained from local theaters. NOTE: License is needed for this activity—See chapter on Legal Information.
- Pinatas full of prizes and candy.
- Silent Auction—Students place written bids (to be paid in "funny" money won by playing various games) for items they wish to purchase.
- Twister. Purchase or borrow one or more Twister games depending upon the space. Inflatable twister can be rented from vendors and allows more student participation.
- Twister with a Twist: Make a 3D, three-sided Giant Twister game. Place it in the corner of a racquetball room: one portion on the floor and two portions on each of the two corner walls. Students not only have to put their hands and feet on the floor, but they need to use the walls as well.
- Video games. Set them on free play or provide coins or tokens to be used.

GROUP ACTIVITIES—Could be Relay Races, Timed Activities, or Tournaments.

- American Gladiator. Martinsville High

School, Martinsville City; Herndon High School, Fairfax County. A good old-fashioned pillow fight! Equipment needed: Wrestling or gymnastics mats, balance beams, helmets. Give each participant a helmet. Have participants sit facing each other on the beams. Each participant must lock his/her legs together and keep his/her left hand behind his/her back. Pillow fight ensues with no hits above the neck. Last one on the beam wins! Can be a tournament.

- Long-John Stuff. J.J. Kelly High School, Wise County. Divide participants into teams. Give each team a set of extra-large Long Johns complete with "trap-door" bottom. Give each team a bag of un-inflated balloons. Set a time limit (5-10 minutes). During this time one student in each team must put the underwear on over their own clothes. The entire team must now inflate and stuff as many balloons inside the underwear as they can in the time allotted. Give prizes.

Variations:

- Give a fixed number of balloons and race to see which team can inflate and stuff them the fastest.
- Use variation #1 but have each person on team put on underwear with team re-stuffing the balloons for each team member. The trick here is to not break the balloons as they "undress" and "dress."
- Magic Carpet Slide. Madison County High School, Madison County. Relay race: Divide students into teams. Couples take turns pulling each other a prescribed distance on carpet pieces (try carpet samples).
- Pass the Lifesaver. Relay race: Divide students into teams. Give each student one toothpick to place in mouth. Give the first student on each team one Lifesaver candy which is placed over the toothpick (which is being held protruding from their mouth). The Lifesaver is passed from student to student using only the toothpicks held in their mouths—NO hands allowed!
- Pass the Orange. Madison County High School, Madison County. Relay race: Divide students into teams. First student on each team places an orange under his/her chin. Orange is passed from player to player using only their chins—NO hands!
- Potato Roll. Madison County High School, Madison County. Relay race: Divide students into teams. A softball is placed in one leg of pantyhose and tied around the waist of the first member of each team. Students then are expected to move their bodies in such a way as to have the ball roll a potato into a square taped onto the floor. NOTE: students may be reluctant to participate at first, but will quickly become enthusiastic as game progresses.

THEME RELATED VARIATIONS AND/OR ACTIVITIES

- Beach theme: "Go Fishin:" guess number of goldfish crackers in bowl—aquarium 1st prize. "Sandy Bottoms:" guess combined weight of girl's and boy's swim suit with sand sewn in. "Up and Down the Coast"—guess the beaches marked on the East Coast. "Scavenger Hunt" and "Beach Shopping" (prize area).—Gloucester High School, Gloucester County.
- Monopoly theme: Oaktonopoly Darts—used Monopoly cards as targets for dart game.—Oakton High School, Fairfax County.
- Egyptian theme: "Make a Mummy." Randolph-Henry High School, Charlotte County. Participants race to wrap a partner with toilet paper. Could be a relay contest or a timed race. Great activity for Egyptian theme party.
- Games theme. Madison High School, Fairfax County. All activity signs looked like "Scrabble" boards. Large personalized "Trivia" game on hallway walls incorporated fun facts about their school since its opening a few decades ago (i.e., What was the cost, What year did it open, Who was the first principal?) as well as fun facts about the Class of 'yr. (i.e., Who played the lead in the school play, Who was the varsity quarterback, Who was the drum major, Where did the varsity choir go to festival?)
- Up, Up, and Away, Across the USA theme. Randolph-Henry High School, Charlotte County. Fishing game: player to pull all fish out of pond in 5 minutes wins a prize. Guess How Many in containers of: California raisins, Virginia peanuts, spots on Florida cooler,

Pennsylvania Hershey kisses, Fort Knox money. "State of the Union Hopscotch" across the states and win a prize. Breakfast foods: California fruit cup, scrambled eggs, Virginia sausage and bacon, Florida orange juice, Kansas biscuits and rolls.

CARNIVAL GAMES

These can be simple or elaborate; rented, borrowed or built; and are good for *short-term* fun, but **if these are the only games you are planning, teens will leave before the party is over.** Use these ideas as you look for new and different activities or adapt them to fit *your* community and students. **NOTE:** If Games-of-Chance (casino) are used as part of the celebration, prizes for carnival games should also be "play" or funny "money" that can be used in whatever way the Games-of-Chance "play" or funny "money" will be used. Consolation prizes (fun "junk") are always appropriate.

AIRPORT Broad Run H. S., Loudoun County

Equipment: 1 piece of plywood, approx. 24" x 48", black paint, yellow paint or narrow yellow tape, 3 small balsa wood glider planes.

Paint a black area, approx. 18" x 48", on the plywood. Paint or tape "runway" stripe on black area—similar to large two-lane highway (solid stripe about 6" in from either side, dotted line down center). Set on table. Assemble glider planes. *Object:* To land planes on runway from approximately 6 feet away.

ALLIGATOR RACES Magna Vista High School, Henry County

Equipment: Baby pool (with water), windup plastic alligators for racing, 2 rubber snakes for props (optional).

Students wind up alligators and race them across "pond" over the snakes.

Variation: Use any windup water toy.

BEAN BAG TOSS

Equipment: 6 soda cans filled with beans or rice (be sure to tape over hole or they will spill every time they are knocked over), 3 bean bags. (Good idea to have some extra cans.)

Place soda cans in an upright pyramid shape on top of table at back of booth. (4 cans, 3 cans, 2 cans, 1 can) Mark distance 12 feet from set of cans. *Object:* To knock cans over with bean bags.

Variation:

- Make theme, school mascot, or other target board with holes to throw bean bags through. (e.g., large cheerleader with huge "open" mouth [hole for mouth], clown with holes for mouth, hands or polka dots on costume.)
- Throw ping-pong balls through holes cut out of theme-related picture painted on board — Randolph-Henry High School, Charlotte County.
- Throw "cow pies" (individually cellophane wrapped chocolate-covered marshmallow cookies) through holes cut out of board painted with cows for Western theme. — Northside High School, Roanoke County

COIN TOSS.

Equipment: Coins and objects in which to throw them. Participants are given a number of coins (usually pennies) which they try to toss into an object to win a prize.

Suggested objects:

- Pennies into cups and saucers — Annandale High School, Fairfax County
- Pennies onto the brim of a large cowboy hat — Northside High School, Roanoke County
- Build 4' x 4' table with 4" vertical edge and covered with chicken wire. Place vases, saucers, glasses on wire. Provide 5-10 coins for participant to toss. If coin remains on or in any dish, participant wins a prize.—Fairfax High School, Fairfax County.

DEAD CHICKEN FLING. Princess Anne High School, Virginia Beach

Equipment: 3-6 rubber chickens (available from Oriental Trader—see Resources) and a large pot. Participants, with their back to the pot, try to "fling" chickens over their shoulder into the pot.

DINOSAUR EGGS. Robinson High School, Fairfax County

Place cash, gift certificates, small prizes in plastic eggs. Place eggs in "dinosaur nest" (basket or box filled with shredded paper). Each student gets to pick an egg.

DIRTY STUFF

Equipment: Basketball backboard and hoop with net plus "dirty" laundry (clean boxer shorts, socks, T-shirts, sweat shirts or frilly nightgown.) Mount

hoop on PVC pipe, wooden frame (see Potty Toss game) or hang from ceiling.

Students stand about 10 feet from board and toss "dirty" laundry through net. Decide how many "baskets" are needed to win a prize.

DUCK POND

Equipment: 12 weighted plastic ducks (available from Oriental Trading per dozen). Baby bathtub or small wading pool with a couple inches of water; numbered baskets of prizes. Paint waterproof number on bottom of each duck; float duck in water.

Game worker "swirls" ducks in pond. Student picks up a duck and receives prize corresponding to number on bottom of duck. Give a different inexpensive prize for every number. Number ducks from 1 to 12 or put the same number on several ducks and have less variety in the types of prizes given.

FRISBEE THROW Randolph-Henry High School, *Charlotte County*

Equipment: Frisbee, target of some kind through which Frisbee may be thrown (tire hung by rope from ceiling or theme related made specifically for this game).

Students are given three chances to throw Frisbee through target. If it goes through, they win prize (or give Frisbees as prizes).

GRAND PRIX Oakton High School, *Fairfax County*

Equipment: 2 battery powered, *radio* controlled cars—each having a different frequency, 10 to 12 1' cones. Be sure cars can be steered in all four directions and are not attached to the control with a wire (don't use *remote* controlled cars).

NOTE: Some cars can only turn left or right by going *backwards* and are not good for this game.

Set up "traffic" cones to make race course for cars. Have one student control each car and race them through the course. First one to finish without knocking over cones wins prize. Small bridges and "bumps" can also be built to add to difficulty.

Variations

- Use only one car; hold "time trial." Keep track of each player's time; fastest one is winner.

- Use radio controlled boats in swimming pool.

HORSE RACE

Equipment: Six wooden horses; one pair dice — one die for horse's number, one die for number of spaces the horse will move; track — plywood base (or use poster board), painted with squares for the horses to move (as shown below). Track will be six across (6 horses) by six spaces long. Be sure to put "Start" across one end and "Finish" across other end.

- Play traditional fanfare music to signal students that race is about to begin.
- Record bets: 3 to 1 for win, 2 to 1 for place, even for show.
- Hold race every half hour or hour: "Post" time.
- Name horses for school related people, places, or things (teachers, administrators, clubs, activities or rival schools) or use things related to theme.
- Dealer holds and throws dice. Other activity worker moves horses on track.
- Play until three horses have finished the race.

FINISH					
6	6	6	6	6	6
5	5	5	5	5	5
4	4	4	4	4	4
3	3	3	3	3	3
2	2	2	2	2	2
1	1	1	1	1	1
START					
H	O	R	S	E	#
1	2	3	4	5	6

HORSE RACE RULES given to students at West Springfield High School, *Fairfax County*.

BETTING

- All bets must be placed before the race begins.
- Bets are placed using a ticket punched with:
 - Race number
 - Number of horse bet on
 - Win (W), Place (P), or Show (S) bet
 - Amount of Bet: Minimum 10, Maximum 100
- The ticket is given to the player upon receipt

of the amount of the bet.

THE RACE

- Horses are started behind the starting line.
- Two different colored dice are rolled:
 - Red die determines which horse is moved.
 - White die determines how many spaces the horse moves.
- Race continues until 3 horses cross the finish line and the order of the finish is recorded.

WEST SPRINGFIELD H.S.									
RACE									
1	2	3	0	5					
6	7	8	9	10					
11	12	13	14	15					
16	17	18	19	20					
HORSE									
1	2	3	4	5	0				
						O	P	S	
BET									
10	20	30	40						
50	0	70	80						
		90	100						

SAMPLE TICKET & BETS

The sample ticket has holes punched to indicate the following bet:

RACE NUMBER: 4

HORSE: #6 to WIN

AMOUNT OF BET: \$60

- If Horse number 6 wins the 4th race, the ticket holder will be paid a total of \$360. (See table below.)
- Holders of Place and Show tickets for Horse number 6 in the 4th race are paid according to their bets.
- Holders of Place or Show tickets for the horse finishing 2nd and holders of Show tickets on the horse finishing 3rd are paid according to the amount of their bets.

HORSE RACE PAYOFFS:

BET	WIN	PLACE	SHOW
10	60	30	20
20	120	50	40
30	180	90	60
40	240	120	80
50	300	150	100
60	360	180	120
70	420	210	140
80	480	240	160
90	540	270	180
100	600	300	200

THE PAYOFF

- Winning tickets (Win, Place, and Show) are paid off as follows:
 - WIN bets are paid off at 5 to 1 if horse finishes first.
 - PLACE bets are paid off at 2 to 1 if horse finishes first or second.
 - SHOW bets are paid off at 1 to 1 if horse finishes first, second or third.
- Players holding winning tickets (Win, Place, Show) are paid the amount of their original bet plus the odds listed above. For example, if player bets 10 to win on a horse and the horse wins, he is paid his original bet of 10 plus winnings of 50 for a total of 60. (See payoff chart above.)

RESULTS

- Results (Win, Place, Show) for each race will be posted at the "Race Track."
- Winning tickets may be cashed in up until the game closes.

BEST BET: Any horse to show. (Best Bet: Offers the player the best chance of winning. Other bets have higher payoffs but the chances against winning are equally high.)

Variation

Madison High School, *Fairfax County*. Hand pick six favorite young teachers who are willing to really "ham it up." Give them each a stick horse to "ride" and a fun name for each race. Roll one dice to determine which horse will move, and let each horse move only one space each time its number is rolled. Have the "horses" prance and

strut and twirl before moving one space. A real crowd pleaser as the students bet on their favorite "horse" and enjoy watching the teachers having fun! Schedule approximately one per hour.

LOCKS

Equipment: Fasten 12-15 padlocks of various sizes and brands onto "eye" bolts mounted on a piece of plywood. Give participants a small box of keys (may wish to use many more keys than locks). Participants must unlock all of the padlocks. This may be timed or untimed. May run a "time trial" during night with three fastest times winning prizes at end of party.

LOLLIPOP TREE

Equipment: "Tree" with small holes for lollipops, enough lollipops to fill tree. Enough prizes for every "colored" stick. A lollipop tree can be made by using peg board cut into almost any shape. Color the *ends* of a **few** of the lollipop sticks with different colored magic markers but leave most plain. Students choose a lollipop which they keep **but** if the lollipop has a colored end, they also receive a prize corresponding to that color, (e.g., The one red end receives a nice prize, six green ends receive something of lesser value, 12 blue ends receive something of even less value.) Everyone walks away with *at least* a lollipop.

MAN/LADY/PERSON OVERBOARD! Broad Run High School, Loudoun County

Equipment: "Ocean," wig stand, wig, three toy "life preservers." Make "ocean" from plywood, approximately 24" x 48". Paint or cover with blue fabric. Paint white "waves" across board and mount wig form in approximate center of "ocean." Pin wig onto form. Participants have three chances to "save" the drowning person by throwing life preservers over drowning person's head.

NERF FOOTBALL OR BASKETBALL THROW

Equipment: 3 Nerf footballs or basketballs, tire hung from ceiling by a rope. Participants have three chances to throw ball through tire.

PENNY DROP

Equipment: 1 fish aquarium, 1 **small** glass, bucket of water, pennies or other coins. Put glass on bottom center of water filled aquarium. Player tries to drop coins into the glass.

NOTE: Aquarium must be kept filled to the brim with water at all times or the odds will change drastically. It is wise to place it inside a low-sided tub (or similar) to catch water that will be dislodged when retrieving the coins.

POTTY TOSS

Equipment: toilet seat (preferably new), piece of wood for backboard, 3-6 rolls toilet paper, transparent tape. Attach toilet seat vertically on backboard. Mount on tall legs (2 x 4's or PVC pipe) about six feet from the ground with seat hanging down like a tire rather than sitting horizontally like a basketball hoop. Wrap toilet paper with tape to keep it from unrolling. Mark throwing line 12 feet away. (This is like the football through the tire game.)

Player gets three tries to throw the toilet paper roll through the hole in the seat. This game can be extremely easy for many of the students but the kids love it since they can't believe their parents would do anything with toilet paper and toilet seats!

Variations

- Hang toilet seat so it swings freely if toilet roll hits seat rather than going through hole.
- Hang toilet seat down very low between legs but attach so it swings freely.
- Attach two or more seats—creating two- or three-holer.
- Attach seats so they are "cocked," more like actual seats (lid and seat at 90° angle).
- Build an "outhouse." Build "house" out of weathered wood complete with slanted roof, crescent moon cut in door, lantern hanging on outside, long underwear hanging on inside of door, "one-holer" looks very authentic! Langley High School, Fairfax County
- Mount seat over round hole cut in square or rectangular wooden box set on legs with hole about 4-5 feet off ground. Mount one enlarged xerox picture of principal on lid which opens above box and one on inside of box, framed by toilet seat. Cut out nose from inside picture and replace with a switch. Mount red flashing light with noise maker (fire alarm, bell, buzzer, or siren) on outside of box under seat. Object: hit switch on principal's nose to set off siren and lights.—"Potty All Night," Loudoun Valley High

School, *Loudoun County*

- Don't wrap toilet paper—let it fly through the air. This version takes lots more toilet paper!
- Mount principal, counselor, or favorite teacher pictures behind toilet seats for students to aim at. West Springfield High School, Fairfax County.

PING PONG TOSS

Equipment: 12-24 small fish bowls, water, ping pong balls. Place water filled fish bowls on table with all bowls touching each other. Player gets three tries to throw ping pong ball into a bowl from approximately 12 feet. (Game is harder than it seems as balls tend to bounce off edge of bowl and fly through air.)

Variations:

- Use 5-6 large fish bowls and fake goldfish (No live fish, please.)

RING THE . . . SODA BOTTLE OR SODA CAN

Equipment: Soda bottles or cans (any size), rings to fit over entire bottle or can. Place bottles or cans on top of a table at back of booth. Prizes can be marked on real or “funny” money placed **under** can or bottle, or prize can be actual bottle or can of soda. Distance: 12 feet from front of table.

Player gets three chances to throw a ring over the top of a bottle or can.

SET IT STRAIGHT

Equipment: Long-neck bottle (NOT beer!) and pole or dowel stick to which is attached approximately 24" of string. Tie a 3" hard plastic ring to end of dangling string. Lay bottle on its side on a **flat** surface. If area is carpeted, use piece of wood underneath bottle. Holding unattached end of pole only, participants tries to loop ring around neck of bottle causing bottle to sit upright. NOTE: This is probably the most difficult game listed here.

SPEED TRAP or RADAR

BASEBALL/SOFTBALL. Martinsville High School, *Martinsville City*.

Equipment: Baseball and state police officer, local police, or sheriff with radar gun. Use strong net or put carpet on wall to protect the wall when

baseball is thrown. Law enforcement officer checks speed of the baseballs thrown. Keep records and award prizes at end of night.

TARGET GOLF Herndon High School, *Fairfax County*.

Equipment: One hole golf course, golf club and balls, real money, coupons and funny/play "money" from other games. Use scrap plywood to make 6' to 8' long by 2' wide course; cover with green felt. Attach 3½" x ½" pieces of wood (cut same length as sides and end) to both sides and one end to contain ball in play area. Drop money and coupons in various places near end of "hole." Participants try to hit ball so it lands on a piece of money or a coupon.

WHACK-A-_____ Park View High School, *Loudoun County*

EQUIPMENT NEEDED TO BUILD:

- (#1) 1 - 2x4 CUT TO 41 1/2" long
- (#2) 1 - 1x4 cut to 11" long
- (#3) 1 - 1x4 cut to 11 1/4" long
- (#4) 1 1x4 cut to 14 3/4" long
- 1 1x6 8" long for semicircles
- 1 aluminum gate hinge
- 1 piece 3/4 pipe 7" long
- 2-1" pipe straps

CONSTRUCTION:

1. Hinge together #2 and #3 wood pieces. Place hinge on top.
2. Screw hinged pieces to #1 wood piece making sure that ends of the pieces are flush.
3. Cut semi-circles (6" diameter - 4" high), drill hole to accept pipe near top. On opposite end from which you screwed hinged pieces, mount one semi-circle on each side of #1 wood piece 10 1/2" from the end.
4. Mount 2 pipe straps (1/2" apart) on the bottom of #4 wood piece. Place them 6" from the end of the wood and centered.
5. Slip pipe through hole in semi-circle, through both pipe straps, then through other hole in the other semi-circle. This will allow #4 wood piece to pivot.
6. Place #4 wood against bottom 2x4 (#1 wood piece). Allow #3 wood piece to rest on top of

#4. They should overlap. Place bean bag animal on top of #3 wood piece near the end. Hit #4 wood piece with rubber mallet at raised end. Bean bag animal should fly into air.

Object: To propel object into a basket placed at a *reasonable* distance.

Equipment needed to play: Game (as above), rubber mallet, stuffed object, target.

Variations

- Use stuffed animal or school mascot.
- Use frog as animal. Use piece of fabric with green felt "lily pad" leaves strewn across. Place both game and "pond" on floor. Object is to get frog onto lily pad. — Broad Run High School, Loudoun County.
- Use frogs and washtub with felt lily pads inside. Place washtub on small stool and game on floor. Hit ("whack") frog into tub and onto lily pad. — Garfield High School, Prince William County.
- Use small dolls instead of animals.
- Let students name their dolls after teachers or administrators. Hit ("whack") teacher into basket, tub or volcano (fake fire) — Brookville High School, Campbell County.
- "Smash the Brookville Bee (neighboring competitor school) into a volcano" (theme: Hawaiian Beach Blast) — Rustburg High School, Campbell County.
- "Frog Feast." Paint large colorful frogs on piece of plywood. Make frogs' tongues out of wide "hook" side of Velcro (Dip in red fabric dye, then dip in straight vinegar to set dye, dry, staple to plywood). Make small gray "flies" or "insects" out of cloth and cover with "loop" side of velcro (can also be dyed). Hit ("whack") insects onto frog tongues. — Thomas Jefferson High School, Fairfax County
- "Alligator Feast." Hang fishing net behind large pot or barrel (½ barrel will do). Use 12"-18" rubber alligators and step (rather than hit with hammer) to hit ("whack") them into the pot or barrel. — Midlothian High School, Chesterfield County.

PASSIVE GAMES

GUESS HOW MANY

Equipment: Prizes filled with an amount of "something," pencils, paper. Some items are chosen for the container while others are chosen for the item being "counted." Adapt whatever prizes are available to fit the needs of the game.

Provide pencils and small pieces of paper for students to guess how many or how much of something is in or on an item and then give the item as a prize to the one coming closest. Some schools find it easier to place a tablet beside each item and have students list their name and guess. It becomes very easy to circle the winning guesses at the end of the party without messing with a lot of small scraps of paper that have been folded *many* times. **NOTE:** It is wise to know the top five to seven closest guesses for each prize in case the winner is not present when the prizes are awarded.

Some suggestions:

- Small cork message board with one thumb tack: "How many tacks would it take to cover this board?" or use many thumbtacks randomly spaced to guess how many there are.

- Popcorn popper.

Several variations

- Small bowl of popped popcorn: "This is one quart of popped corn. How many kernels of popped popcorn will be in four quarts?"
- Jar of unpopped corn: "How many cups of popped popcorn will this jar make?" (be sure jar doesn't state this info) OR "How many unpopped kernels of corn are in this jar?" OR "How much does this much popcorn (popped, unpopped) weigh?"
- Small cooler full of pretzels: "How many pretzels are in the cooler?"
- Hotpot full of M & M's: "How many M & M's are in the hotpot?"
- Can of coins or bank (one school found a huge Coke bottle bank and put a small amount of change in bottom): "How much money is in the _____?"
- Large spotted-on-both-sides inflated pool float (shark or alligator): "How many spots?"
- Large container full of Hershey kisses: "Kiss and tell how many!"

- Piece of duffle-bag luggage filled with styrofoam "popcorn": How many pieces of styrofoam are in the suitcase?" (HINT: Most teens prefer duffle-bag style luggage.)
- Duffle-bag stuffed with "recycled" tests. Some teacher will take pity on your committee and help with this one!
- Beach theme: Set up a display of "beach items" (towel, chair or cooler) and guess how many miles from your school to Myrtle/Virginia/Daytona Beach to win display.
- Number of holes in tennis racket (keep a portion of racket inside racket cover). Number of rubber bands placed around handle of flashlight
- Cooler full of goodies and Styrofoam "ice." Guess how many pieces of "ice" to win cooler.
- Used film curled around film package. Guess how many millimeters of film to win camera.
- Sheets, pillowcases or towels. Guess how many grams they weigh.

BOARD GAMES

Some schools have great success using board games (Checkers, Monopoly, and Chess). Many report this is the least used area of party. In order to be successful, the games need to fit the theme or be something the participants really want to do.

PHOTOS

CANDID PHOTOS. A parent or professional photographer can take photos using large plywood, cut-outs, theme props, or "stick your head through the hole" props that can be saved for other years.

There are at least three options for taking the pictures:

- Use Polaroid camera for instant photos.
- Use 35mm camera and (1) have them developed by a one-hour photo store during the party or (2) have them developed after the party, post them on walls at school and let students pick them up.
- Use digital camera and print them at the facility using quality paper.
 - Any of these can be put into small paper frames, plastic key chains, or plastic

buttons. If you have a craft area have the students decorate their own frame. You may wish to issue each student a coupon so you don't run out of film (or photo paper before the night is over.

Suggestions:

- Convertible or antique car
- Costumes, scene or props related to theme
- Cutouts of 20__ for senior class).
- Jail cell with "prisoner" costumes and Released from ___ High School, 20__ caps
- Roving photographers take pictures in front of decorations.
- School mascot
- "Time Graduate (or Prom Couple) of the Year" magazine covers

TELESCOPING KEY CHAINS. Photos are taken by an outside vendor; presented to students in "telescopes." See resource list for vendor.

BABY BINGO or KIDDIE KWIZ, South Lakes High School, *Fairfax County*

Equipment: Pictures of students from ages 3 to 8, "bingo" cards (need one color card for every 25 pictures), pencils.

Mount pictures, identified by numbers, on poster boards. Place names of students from photos in squares on "bingo" cards. Make a different colored "bingo" card for every 25 photos of students (only 25 names per card). Follow rules below. Draw for one or two prizes out of each color card: first card drawn with a correct "bingo" wins a prize. Be sure to include a place for players to write their own name as many will forget if it is not included as a blank to fill in. Rules for card:

1. Find the number of the baby picture that matches the name in the square.
2. Write the number in the correct square.
3. The object is to get a BINGO—vertically, horizontally or diagonally.
4. Drawing of winners will be held at 4 a.m.—two per color of Bingo card.

Variation: Use movie stars, rock stars, or theme related pictures in place of student pictures.

GAMES-OF-CHANCE

1. Bingo. Play regular Bingo or come up with fun designs to make on card in order to win (i.e.

Letters such as E, X, T, H, U, S, M; four corners, all four sides), Midlothian High School, Chesterfield County

2. Human Slot Machine. Need four adults to operate game: one to gather crowd, collect and pay bets (play "money!"); three adults to be the "machine." Give each of the three adults the same four items: three kinds of fruit (or other items such as animals) and a "joker" card (made on poster board). Each time the game is played by students, each of the adults holds up an item or a card *without consulting with the others*. If the three items match, the students win triple their bet; if two items match, the students win double their bet; if one item comes up, they get their "money" back; if a joker is shown, it counts as a match. Make up your own rules to go with this game. This may also be used as a carnival game.

3. Roulette, Black Jack, Wheel-of-Fortune, Beat the Dealer.

GENERAL INFORMATION

In real life, the rules and odds for payoffs in casino games are set to favor the house. The rules listed here have greatly reduced or eliminated the house's advantage.

Many schools report this to be one of the most popular activities at the party. Parents, teachers, administrators, and community members all seem to like to volunteer to run these games. Students regard them as a "really adult" activity, but **THESE ACTIVITIES MUST NOT BE ALLOWED TO BECOME THE "ONLY" OR THE CENTRAL FOCUS OF THE ENTIRE PARTY.** Some students may not care to participate in this activity for various reasons (religious, ethnic or parental objection) so there should be a variety of other activities in which they may participate.

Some members of your community may strenuously object to this activity. IF THE MAJORITY OF YOUR COMMUNITY OBJECTS, DO NOT USE THIS ACTIVITY.

Keep the Games-of-Chance prizes on the same level as the Carnival games. Use funny "money" when a participant wins, this and other games and

activities at the party. It is important to de-emphasize prizes for this activity and concentrate on playing "for the fun of it."

In order to avoid problems, it is strongly suggested that the following guidelines be used:

1. Give a packet of play "funny" money as the students enter the celebration. This money should be enough to purchase SOMETHING in the store/auction (whatever method school uses to give prizes) without playing ANY games.
2. Use/give the same "funny" money (or whatever is used in games of chance) for any other activities where prizes are given.
3. Reinstate any student who runs out of money during the night by giving an additional packet of play money so that prizes do NOT DEPEND UPON WINNING at games of chance (or any other game).
4. NO STUDENT SHOULD EVER BE TOLD that the prizes he/she can win *depend* on his/her skill in playing ANY of the games (*particularly* games of chance).

EQUIPMENT for Black Jack, Roulette, Wheel of Fortune and Craps may be rented, borrowed, purchased, or made.

- Rental or purchase: look in the Yellow Pages under Games and Game Supplies, Carnival Supplies and Equipment, Party Supplies, or Rentals.
- To purchase game layouts which may be used easily on table tops, check the novelty and party supply catalogs (see Resources).
- For loans, check with the local Lions, Kiwanis, Knights of Columbus, Rotary or Jaycees.
- To build equipment, see the plans included later in this chapter.

The average school can probably make do with eight to ten Black Jack tables, one double Roulette table (one wheel — two tables), one Wheel of Fortune with four-six laydowns, and one Over/Under or Beat the Dealer table. Craps can be fun but it can also be complicated—both to run and play but many schools use it.

Most schools have found that having the students sit to play Black Jack makes it easier for everyone. The dealers know who the players are and can control the number at their table—no one plays

who doesn't have a chair with only a set number of chairs at a table. It's almost impossible to play the other games (roulette or wheel of fortune) sitting down.

The tables will look more professional when table skirts are used around the sides. Equipment need not be elaborate for the students to have fun; Black Jack can be played with nothing more than decks of cards—no fancy tables are really necessary.

Many dealers may wish to stay all night, but will need to take a break or even to change games. **It is important that ALL dealers follow the same rules.** Appoint a "Pit Boss" who will oversee all of the games all night or will share that duty with one other person by monitoring **all** of these games to make sure dealers aren't doubling the odds on a whim, passing out extra "funny" money to students they know or like. They can control when the entire game room runs a double bet (ring a bell). Be sure to keep your dealers supplied with sodas—this is a thirsty job!

Be sure to hold a training session for all dealers. Give each of them a set of the rules that will be used during the party. Be sure the dealers understand those rules and can teach the students those rules easily. Some of the rules probably will be different than those used at real casinos so be sure dealers know those differences. Give each of them a chance to deal a few hands or run a few rounds of whatever game they will be working. Use fellow dealers as players. This gives everyone a chance to become comfortable with the rules and equipment.

Post game rules around the room in easily accessible places. Most students will not have played these games before and will need or want to see the rules (besides it's easier to point out a rule on the wall if there is a dispute).

Play "Funny" Money

Some schools use chips during the actual play and let students cash them in for "funny" money at the end while others only use "funny" money. Here are some ideas:

- Give "funny" money to the students when they arrive.

- Give a coupon to claim "funny" money at the "bank."
- Give chips for play; let students cash them in to receive winnings.
- Give the students their money in two packets—one that is good all night and a second that is good beginning about 2:30 a.m. so students who lose everything early in the evening can come back later and still have money to play.
- If students run out of "money," give more by having students answer questions (Who was first U.S. President? Who is school principal?)
- If the committee chooses to use "money," Monopoly-style "money" can easily be printed on a copy machine and cut on a paper cutter.
- Print each denomination in different bright colors with the denomination printed clearly, LARGE, and bold.
- When dealers are tired and lights aren't as bright, white and pastel colors tend to blur and are hard to distinguish.
- Experienced committee chairmen report blue and green, pink and yellow, or yellow and white tend to look alike.
- If students will be playing with packs of funny "money," plan to have some committee members set aside several hours to count out "money" for each student and place in an envelope for easier handling. Many banks will donate envelopes such as they give at their teller windows.
- Determine the denominations to be used and decide how much each student will receive.
- Try to keep denominations BIG and exciting with \$1,000, \$5,000, \$10,000, \$50,000 or \$100,000.
 - Prize values need to match the amount of "money" the students will have to spend at the end of the night. Students **love** winning *big* amounts and purchasing items for huge amounts ("I won a million dollars last night!" or "I bought this T-shirt for \$10,000!")

"Funny" money Example

Try to give them enough as they enter the celebration that they could immediately go to the prize booth and purchase *something* regardless of

whether they play any of the games. Let's assume the following for 100 students: give each student \$50,000 using \$1,000, \$2,000, \$5,000, and \$10,000 denominations.

Denomination	# given	Value
\$1,000.00	10	\$10,000.00
2,000.00	5	10,000.00
5,000.00	4	20,000.00
10,000.00	1	<u>10,000.00</u>
TOTAL		<u>\$50,000.00</u>

Print this amount (\$50,000 per student [\$5,000,000] plus same for bank):

Denomination	# to print	Total Value
\$1,000.	2,000	\$2,000,000
2,000.	1,000	2,000,000
5,000.	800	4,000,000
10,000.	200	2,000,000
TOTAL		<u>\$10,000,000</u>

GAMES-OF-CHANCE RULES. *BLACKJACK or "21."*

SIMPLIFIED RULES given to students as they enter celebration. West Springfield High School, Fairfax County.

In Blackjack, players (using two or more cards) try to exceed the count of the dealer's hand without going over 21.

RULES

- Aces count either one or eleven, picture cards count ten, all other cards count their face value.
- Bets must be declared before cards are dealt. Bets must be placed in the squares located in

front of the players. MINIMUM BET: \$____, MAXIMUM BET: \$____.

- Two decks will be used at each table. Dealer will shuffle decks, show top card, and "box" it (place it face to face with the bottom card of the deck). If the top card is an ace, 10, or picture card, the dealer will insert it into the deck and expose and "box" another card.
- Players and dealer will be dealt their first card face down and their second card face up. All "hits" are face up.
- Splitting pairs is allowed, but only one per hand.
- Doubling down is not allowed.
- BLACKJACK: Ace and a picture card or ace and a 10. Declare immediately and, if the dealer does not also have Blackjack, the player is paid double his bet.
- Play begins with the player on the dealer's left and continues clockwise. Each player must complete play of his/her hand (stay or "bust") before the next player may take a "hit" (take additional cards in an attempt to improve his/her hand). Each player may stay or "hit." If a "hit" causes a player to exceed 21, the player "busts" and immediately loses his/her bet.
- After all players have completed playing their hands, the dealer exposes his bottom card and "hits" or stays according to the following:
- If he has 16 or under or a "soft" 17 (no ace, 10 or face card), he must "hit."
- If he has a "hard" 17 or over, he *must* stay.
- If the dealer "busts," all remaining players who have not "busted" are paid.
- Dealer pays 1 to 1 for all hands exceeding his but not going over 21. If a player has the same count as the dealer, but not over 21, it is a "push" (tie) and player is paid.

□ □ □ □ □

ROULETTE.

OBJECT: to guess on which number the ball will stop. This is decided by the random selection of one number out of a possible 38. The selection is produced by spinning a ball counter in a turning wheel. The wheel contains 38 compartments in which the ball may come to rest: 0, 00, and 1 through 36.

PLAYING THE GAME

The game is started when the dealer announces, "Place your bets." Shortly thereafter, the dealer will spin the Roulette wheel in one direction and a small white ball in the opposite direction. Bets may be placed until the dealer announces, "No more bets." When the ball comes to rest, the dealer calls out the winning number and places a marker on it

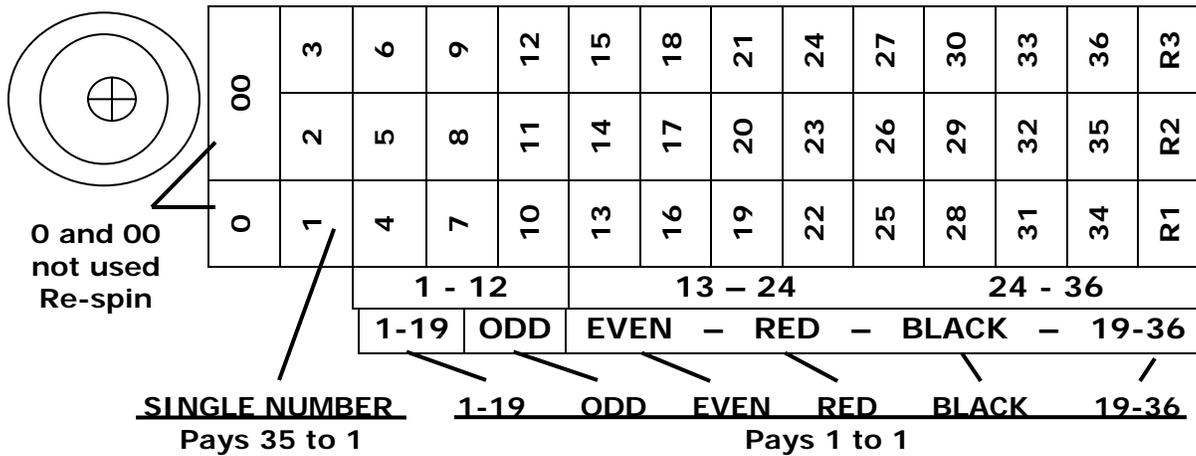
First the table is cleared of losing wagers and then all winners are paid. During this time, no players are allowed to touch the table. When the dealer announces, "Place your bets," new bets may be put down.

Roulette rules given to students at West Springfield High School, *Fairfax County*. The following is printed and handed out to students as they enter celebration.

- All bets must be placed before wheel is spun.
- For simplicity, only the bets shown above are permitted.
- Wheel is spun and ball is added. The winning number is determined by where the ball lands.
- If the ball lands in 0 or 00, all bets stand and the wheel is re-spun. No bets allowed on 0 or 00. Once the winning number is determined, the dealer will place a marker on that number, collect all losing bets and then pay off winning bets.
- All bets will be cleared after each payoff. Bets cannot be left to ride.

BEST BET: Any bet except a single number. (Best Bet is bet which offers the player the best chance of winning. Other bets have higher payoffs but the chances against winning are equally high.)

RULES



Rows
R1, R2 & R3
Pay 2 to 1

Dozens
1-12, 13-24
25-36
Pay 2 to 1

NOTE: NO MULTIPLE BETS ALLOWED OTHER THAN THOSE SHOWN ABOVE
MINIMUM BET: 10
MAXIMUM BET: 10 on Single Numbers, 50 on all other bets

WHEEL OF FORTUNE or BIG SIX. Fast, fun, and the easiest of casino games to play. Rules as given to students by West Springfield High School, *Fairfax County*.

MAXIMUM BET: 10

BEST BET: Any bet (Best Bet: Offers the player the best chance of winning. Other bets have higher payoffs but the chances against winning are equally high.)

Each slot on the wheel contains three winning numbers (see below). Bets on winning numbers are paid as follows:

- All three numbers are the same (see A below): Pays 5 to 1
- Two numbers are the same (see B next page):
- Double number pays 3 to 1
- Single number pays 1 to 1
- If all three numbers are different (see C below): *Each* winning number is paid at 1 to 1

<u>A</u>	<u>B</u>	<u>C</u>	<u>If pointer lands ON:</u>
1	3	2	A: Bets on 1 win 50
1	6	3	B: Bets on 6 win 30
1	6	5	Bets on 3 win 10

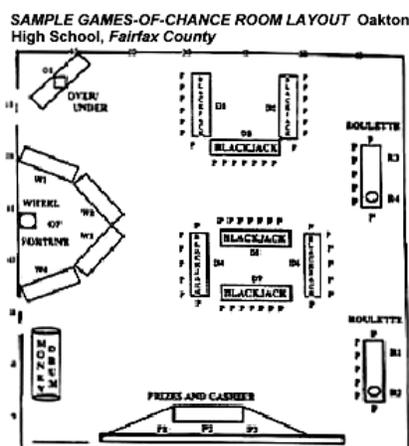
DETAIL OF WHEEL **C:** Bets on 2, 3, & 5 win 10

OVER-UNDER, BEAT THE DEALER, or HIGH-LOW. South Lakes High School, *Fairfax County*

- Players place a bet on the table based on whether they think they can roll **more** or **less** than the dealer.
 - The dealer rolls a pair of dice; player rolls a pair of dice.
 - Those with low bets (who roll less than the dealer) win.
 - Those with high bets (who roll more than the dealer) win.
 - If dealer rolls a 12 (double 6), the house automatically wins all bets on the table. If dealer rolls snake eyes (double 1), the house loses and pays all bets.
- In case of ties, player rolls again to break tie.
- House pays even odds on all bets for this game.
- Sweep all losing bets.

Example: Dealer rolls a 6

- Low bets must roll less than six.
- High bets must roll more than 6.
- Any player rolling a 6 must roll again to determine if over or under. All others lose.



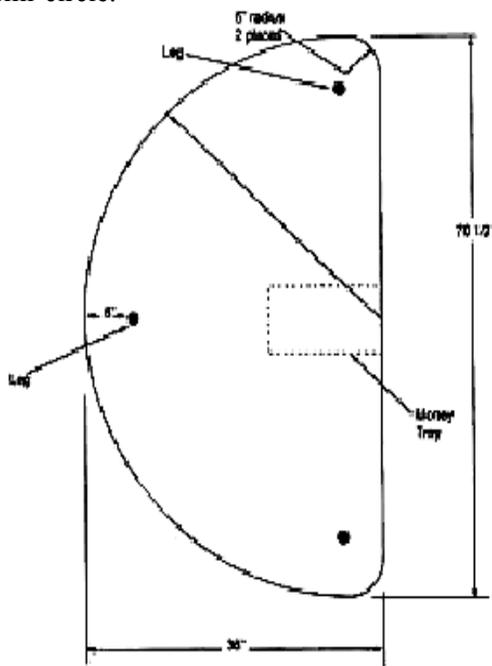
BUILDING GAMES-OF-CHANCE EQUIPMENT South Lakes H.S., Fairfax County

BLACKJACK TABLE

Supplies: $\frac{3}{4}$ " B/C plywood (36" x 70½" x $\frac{3}{4}$ "), T-shaped rubber edging, router bit to cut groove, 3 pieces—1" x 29" pipe threaded on one end, 3 flanges (try plumbing supplier) to fit 1" pipe, 3 rubber crutch tips (try hardware store) to fit 1" pipe, $\frac{1}{4}$ " thick foam carpet pad, felt top, heavy duty staples and stapler, Scotchgard, 9- $\frac{1}{4}$ " carriage bolts, washers and nuts.

The Blackjack table is made from 36" wide by 70½" long plywood. Any grade would be satisfactory, but at least one good side should be available to ensure that playing surface is relatively smooth. The drawing above generally illustrates the dimensions of the table.

1. The table is a semicircle with a radius of 36". The two corners are rounded at about a 6" radius. Cut a groove with a router bit that fits the "T" shaped rubber edging you have obtained for perimeter of table.
2. Attach the flanges for the table legs. The table is supported by three threaded, iron-pipe legs screwed into flanges attached to the table with $\frac{1}{4}$ " carriage bolts. Each of the three legs is 29" long with an outside diameter of about 1" and threaded on one end. The other end is capped with a rubber tip similar to a crutch tip. Two of the leg flanges are attached to the ends of the table about 6" from the straight edge and 9" from the corner edge. The third flange is attached about 6" from the edge of the table half way around the semi-circle.



3. The legs may be painted, if desired. They should be *thoroughly* cleaned under *any* circumstances due to a dirty coating normally found on this type of pipe. Make sure leg flanges are bolted to the plywood *prior* to attaching the padding and felt.
3. Staple a $\frac{1}{4}$ " thick foam carpet pad to plywood top and trim at the table edge. The main purpose of staples is to hold pad in place while felt is being stretched; therefore, the number of staples is not critical.
4. The preprinted felt table top cover should be stretched over the pad and stapled *in the top* $\frac{1}{4}$ " of the $\frac{3}{4}$ " plywood edge. It is important to put the staples almost touching each other and in the top $\frac{1}{4}$ " so

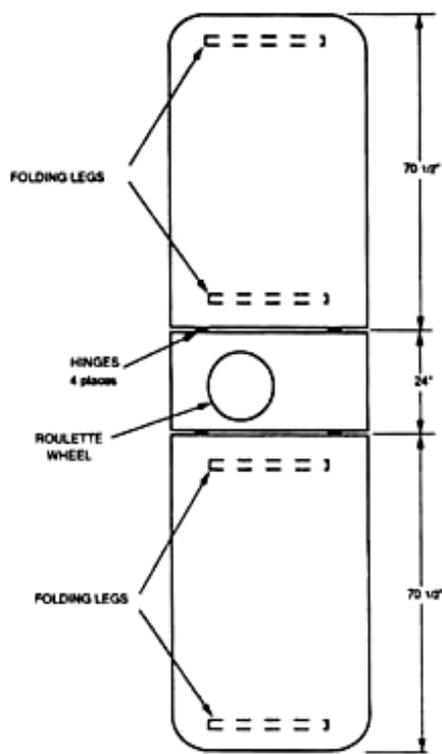
they will hold the felt firm and tight but won't interfere with the edging groove. Care must be taken when stretching the felt which is fragile and tears easily.

5. After the felt has been *completely* stapled to the table edge, *carefully* trim it so that no felt is covering the groove.
6. Using a rubber mallet to minimize damage to the edging, pound the rubber edging into the groove. This edging will help protect the felt and the table edges.
7. The treatment of all felt surfaces with a product such as Scotchgard® will help protect the tables so they will last for several years. Annual treatment will help ensure moisture resistance.
8. A sliding "money" tray *may* be attached with screws to the underside of the table where the dealer sits. Although these are not necessary, they may help the dealer keep some organization to his/her "money." Trays may be removed for more compact storage.

ROULETTE TABLE

Supplies: 2 pieces 36" x 70½" x ¾" B/C plywood, 1 piece 24" x 36" x ¾" plywood, 2 pair folding banquet-table legs, ¼" carriage bolts to replace screws in table legs, 2 pins or bolts for bracing table legs, rubber edging, router bit, rubber mallet, 2 felt layouts, 1 Roulette wheel, staples, heavy duty stapler, Scotchgard®.

The roulette table is made of two playing tables with one middle section between them for the roulette wheel that serves both tables so a larger number of participants may play at one time. The drawing below generally illustrates the dimensions of the three tables.



1. Each of the two playing tables is made from 36" wide by 70½" long plywood. Any grade is satisfactory, but at least one good side should be available to ensure a relatively smooth playing surface.
2. The middle (wheel) section is made from 36" wide by 24" long plywood with a circular hole approximately 14" in diameter. The actual size of the hole will vary depending on the size of wheel used.
3. Attach table legs with ¼" carriage bolts instead of the screws which normally come with the legs. Considering the use of the tables, the screws probably will not hold up, whereas the bolts will. Each leg should be attached about 6" from each end of the two playing tables. Make sure the legs are bolted to the plywood *prior* to attaching the felt. It is also a good idea to drill a small hole through each of the leg braces while the legs are unfolded and insert a small pin or bolt to *minimize the risk* of the tables collapsing during play. These can be quickly removed when folding for moving or storage.
4. *The middle section has no legs of its own* and is attached to one end of each playing table by two pairs of hinges that have *removable* pins. This allows relatively quick assembly and disassembly. The hinges should not be attached until after the felt has been attached to ensure a good fit.
5. After the plywood has been cut to the proper dimensions, the two corners on one end of each playing table should have the square corners rounded at about a 6" radius.
6. Next, using a router bit that fits the "T" shaped rubber edging you have obtained for perimeter of table, cut a groove around the three external sides of each of the playing tables and the two external sides of the middle section.
7. Stretch the preprinted felt table tops for the playing tables directly over the plywood and *staple in the top ¼"* of the ¾" plywood edge. Take care when stretching the felt. It is important to place the staples almost touching each other and in the top ¼" so the staples won't interfere with the edging groove. Plain unprinted green felt for the middle section should be attached in a similar manner.
8. After the felt is *completely* stapled to the tables, carefully trim it so that no felt is covering the groove.
9. Using a rubber mallet to minimize damage to the edging, pound the rubber edging into the groove. This edging will help protect the felt and the table edges.
10. The treatment of all felt surfaces with a product such as Scotchgard® will help protect the tables so they will last for several years. Annual treatment will help ensure moisture resistance.

GAME PRIZES

Use the same prizes for ALL activities. Let students use their game/activities winnings to purchase prizes. Set prices based on what can be won playing in all areas of the party.

One school reported having a HUGE success with offering gift cards as prizes. "Let's face it, the kids know what they want and where to get it... they just need the funds in which to do it". They purchased iTunes, Wal-Mart, gas cards, Target, Circuit City at many mall stores where the kids do their shopping to make a well rounded assortment and kept most amounts in the \$10-\$15.00 dollar range so they were able to increase the quantity of prizes given away.



Pricing of prizes

Advice from one school:

- Estimate 95-100% of student packet values will be used to purchase prizes.
- Large value items should be priced so that players **MUST** win at the games or other party activities in order to be able to purchase (value greater than \$80,000 in packet).
- Mid-value items should be priced so that a player **MUST** win at some activity in order to buy more than one prize.
- Low value items—who cares what value as long as players get the feeling of purchasing *something*.
- If there are many prizes left at the end of the night after closing the activities, discreetly lower the prices to sell items for whatever amount the students have left. **Be careful not to lower the prices too early.** Many prize booth personnel get nervous because no one is buying the prizes the first two to three hours of the party. **It is a mistake to lower the prices too early because the real winners will have *nothing* to purchase with their winnings at the end of the night.**

Another school made these suggestions:

- The amount the prizes are sold for should equal the amount of “funny” money in action during the night plus \$1 million for the bank. According to the example: suggested student "money" \$5,000,000 [100 x \$50,000] + \$6,000,000 [bank] = \$11,000,000.
- Odds should be fixed in favor of the students by having a few double pay offs—in **all** areas of the party.
- Prizes should be priced from \$5,000 to \$500,000 with the value of all items to be "sold" totaling the amount of “funny” money in action (in this case \$18,000,000). (I.e., Mark stadium cups at \$5,000 each; if 20 were available, they would equal \$100,000 when adding the "inventory").

BE SURE TO CHECK THE FOLLOWING CHAPTERS FOR RELATED INFORMATION:

- **RESOURCES:** Where to find some of the equipment and personnel.
- **THEMES:** How to make all of your activities fit into your celebration theme.
- **WORKING WITH VENDORS:** Things you should know *before* you sign a contract.



SUGGESTED CHRONOLOGY

Only those items that pertain to the ACTIVITIES committee are included. It is assumed the activities committee will oversee **ALL** activities. NOTE: Many schools break each activity area down into a separate committee (i.e., casino, carnival, passive games, photos or special activities.)

AS EARLY AS POSSIBLE

- Decide on general activities.
- Submit list of materials needed to celebration chairperson.
- Submit suggested line item for budget to Treasurer.
- Begin putting together a basic committee —with or without subchairpersons for each activity.
- Locate equipment — decide whether items will be purchased, rented, borrowed, or made. Begin making plans regarding every activity to be used. Reserve any items to be rented or borrowed **AS EARLY AS POSSIBLE** (a year in advance may not be too early).
- Locate and make arrangements for any entertainers (caricaturists, magicians, DJ or band.)

ABOUT SIX MONTHS BEFORE ...

- Obtain and distribute catalogs for prizes to activity sub-committee chairpersons.
- Be sure all equipment to be used is reserved, ordered, or under construction.
- Coordinate prize plans with prize committee. Any custom items desired may take up to three months to obtain.
- Check with treasurer to be sure necessary deposits on equipment and entertainers have been made.
- Decide on as many of the actual games as possible.

ABOUT THREE MONTHS BEFORE ...

- Check with prize committee to be sure prizes have been ordered.
- Design play "money" if using it.
- Meet with entire committee to be reconfirm list of activities (including all carnival games) and make list of needs — volunteers, prizes, equipment, decorations.
- Coordinate with decorations committee to be sure all activities will be covered for decorations.
- Check with celebration chairperson and treasurer to arrange for any licenses needed: movie video license (if showing videos), or county raffle license (if holding raffle in conjunction with games of chance).

ABOUT TWO MONTHS BEFORE ...

- Check to be sure items being constructed will be ready on time.
- Line up volunteers to run each activity or coordinate with volunteer chairperson.
- Print play "money" if using it.

ABOUT ONE MONTH BEFORE ...

- Reconfirm all equipment reservations and any orders not yet received (leased, rented, borrowed, built, owned by party).
- Reconfirm arrangements for all entertainers (paid and/or volunteer).
- Reconfirm payment arrangements for equipment and entertainers with treasurer.
- Check with all activities volunteers to be sure every activity will be fully staffed.
- Find any additional volunteers necessary to run activities.

TWO WEEKS BEFORE ...

- Reconfirm all set-up arrangements for activities.
- Be sure any necessary licenses and contracts for equipment and entertainers are in the hands of the celebration chairperson.
- Hold any necessary volunteer training sessions (e.g., games-of-chance dealers).

WEEK OF CELEBRATION ...

- Pick up all activity equipment as soon as possible.

- Check with key volunteers to be sure they will be present to help set up equipment.

DAY OF CELEBRATION ...

- Set up equipment.
- Help put up decorations in activity areas.
- Set up any needed items for activities — prizes for carnival games and games of chance.

AT THE CELEBRATION ...

- Committee chairperson and sub-committee chairpersons should arrive early to handle any last minute tasks and be prepared for volunteers and first students as they arrive.
- Have a good time and enjoy the party!

AFTER THE CELEBRATION

- Break down activity areas — sub-committees will work wonders here.
- Turn in any lost and found items to celebration chairperson.
- Pack up any salvageable items for following year.
- Be sure clean-up committee knows which equipment was borrowed or rented (and must be returned) and which must be stored for the following year.

WEEK FOLLOWING CELEBRATION ...

- Submit detailed written report on activity committee to celebration chairperson.
- Check to be sure all bills have been paid for activity equipment and entertainers.

Security

Security is extremely important. It includes students, ALL volunteers, and official law enforcement personnel.

SECURITY INSIDE THE FACILITY

ALL adults who will be present should be well briefed on the rules of the celebration. **All volunteers should be assigned duties** so the students do not feel as if they are being watched. They can serve food, clear tables, check in students, run equipment, staff games or give out prizes. One way to make parents less conspicuous is to put them in simple costumes (i.e., T-shirts, or dark skirts, pants/shorts and white shirts.) to play up the theme. Insurance policies or facility contracts may dictate how many parent volunteers **must** be present.

It is helpful to provide an information packet for every volunteer approximately one to two weeks prior to the celebration which includes:

- A detailed floor plan showing all rooms in the facility. Clearly mark all activities, exits, emergency equipment, light switches, fire alarms, and an evacuation route.
- The celebration guidelines (rules).
- What is expected of each adult. They should already know from their committee chairperson about their duties in the area where they will be working.

More workers are needed at the beginning of the party when students and adults alike are a little unsure of where things are and what they should do. The most difficult time period to fill will probably be between 1:30 and 4:00 a.m. since parents are more willing to come before they go to bed at night or before they go to work in the morning. Most celebrations have found that volunteers do best working on a two-shift schedule. The early group is willing to stay a little longer and the late group doesn't mind coming a little earlier but few seem to want to come for a short time in the middle of the night.

GUEST LIST

Be sure your entire security team knows who is allowed to come in and who is NOT. Provide a check-in and a check-out list. Be sure guests (**Grad**: spouses, foreign exchange students, non-graduating seniors, former classmates; **Prom**: dates, foreign exchange students) are clearly listed. Be sure the security team knows where to direct adult volunteers, vendors and other visitors.

INTOXICATED ARRIVALS

The security team should have a contingency plan to deal with **anyone** (students *or* adults) who arrives intoxicated. Since the celebration objective is to keep people alive, it is important **not** to let such persons drive.

Graduation: Students are no longer under any school rules because they have graduated, *but they are still underage*. Therefore, most graduation celebrations try, if the need arises, to keep the student at the celebration, although, not with the other attendees, if at all possible.

It may be best to set aside a small room, which can be named in keeping with the party theme (i.e., airport — customs and immigration, movies —M.A.S.H., sea cruise — sick bay). An adult volunteer should be present at all times, and sodas or coffee and sandwiches available as well as a cot. Some schools have assigned them to work in a back area with a parent for a given amount of time.

Prom: You will probably be *required* to contact an administrator or law enforcement personnel if students arrive intoxicated, as students would be subject to all school rules. School administrators are usually present to help, if necessary. Check with school administration *before* the celebration to see how they wish to handle this.

Volunteers: Decide **BEFORE** the party, the course of action to be followed if a *volunteer* arrives intoxicated—and then follow through, *regardless of who it is*. Unfortunately, this has happened at a few of the celebrations. Adult volunteers need to be told ahead of time—**in writing**—the alcohol/drug-free

rule applies to **EVERYONE!** Decide WHO will tell them they may not stay and WHO will be detailed to take them home. Brace yourself for a few “words” and a potentially “bad scene.”

FIRE PRECAUTIONS

Find out in advance what emergency procedures must be followed in the event a fire alarm is pulled "by accident." Many schools are on a delay basis with the fire departments, but most other public facilities have alarms that automatically ring at the fire department. It is important to know which doors are to be used, where people are to go if an emergency of any kind should arise, and what will be done when/if everyone is readmitted since most guidelines specify that no one may re-enter if they leave. Be prepared **BEFORE** it happens!

It is wise to station an adult volunteer in front of *every* fire alarm whose **only** duty is to sit (most read books) with their back to the alarm and to turn around and pull it if the need arises. They are also insuring that the alarm is *not* pulled by a rambunctious student. Be sure someone comes by with food and drink on a regular basis as these persons **MUST** stay at their posts.

NOTE: Fire alarms may be triggered by smoke or fog machines. Fire regulations do not allow these machines.

FIRST AID

Set up a small first aid station. Make sure a CPR qualified person will be at the party though not necessarily in the first aid room. In some areas the fire marshal insists on designating someone as the "Life Security" person who will be given extra instruction from the fire marshal. Be sure to have a supply of bandaids, antiseptic, hypoallergenic contact lens solutions, hand cream, aspirin or Tylenol, and a variety of feminine hygiene products. **An ambulance is NOT necessary.** If a real problem develops, help can always be summoned.

EXTERNAL SECURITY

Since students may leave any time they wish and volunteers will be entering and leaving the facility all night, the entire area surrounding the facility **MUST** be secure. Some suggestions:

- **Notify the police** about the party. Give them the guidelines, hours, and number of people expected to attend.
- Request at least two law enforcement or security personnel *in uniform* to patrol the area and parking lots. If necessary, hire these persons (try for a donation of their time first). *Don't be afraid to use uniformed personnel.* Students will NOT be intimidated even when uniformed personnel walk through the party to see what is happening and have something to eat—as, of course, they should be invited to do.
- Be sure the party chairperson notifies the fire department of party plans. If requested, submit plans to the county fire marshal. Request a fire/safety inspection before the celebration begins to be sure you are in compliance, and protected.
- **Be sure that parking lot lights will be on all night.** *Do not assume they will be.* Check and be persistent in insisting upon having them on.
- If anyone is video taping or photographing the celebration and plans to include any law enforcement personnel, **BE SURE TO CHECK WITH THEM BEFORE** taping them because it **MAY** be against department procedure for them to be photographed without prior permission.

ADDITIONAL CONSIDERATIONS:

- If students question rules, refer to "insurance problems" as most all of them understand insurance; they just don't want to be hassled unnecessarily—and want to be considered adults.
- Check over the "Celebration Guidelines" section in the chapter on General Information. Be sure the security committee is aware of the decisions made by the steering committee on all of these questions.

- As students enter, visually check for alcohol and drugs. Be aware that "rush hour" may occur about fifteen minutes before the doors close and it will be more difficult to check at that time.
- Try to have someone in the check-in area who knows students well enough to give large "bear hugs" of greeting — a counselor, principal, teacher, coach. Anyone with very loose, baggy clothing should get a nice "hug" just to be sure nothing has been concealed.
- Assign someone to make periodic checks of the restrooms.
- Advise parent volunteers that if a student **MUST** go to a car for a sweater, purse, or contact lens case, two adult volunteers **MUST** accompany the student to the vehicle and back to the celebration again. In the case of a female student, one of the adult volunteers should be female. **NO EXCEPTIONS.** This is an old scam to have a drink at the car then return to the celebration.
- EVERY student should sign him/herself out giving both name and time if s/he leaves before the end of the celebration. This is for everyone's protection. If the student is missing the next day, coordinators will want to be able to verify how long the student was at the celebration. If an emergency arises *during* the celebration, it will be important to know who is in the building. **NOTE: Be sure students use their own names when signing out.**
- Place an adult volunteer at each exit door, any hallway to "off limits" areas, and in front of each fire alarm. Their **only** task is to be sure no unauthorized persons use these exits or fire alarms. All students should be using one specific door. All volunteers should also be using a specific door which may or may not be the same one the students use.
- A minimum of two adults should be assigned to the front door **ALL NIGHT** to be sure no students come in after the doors close or with adult workers and that early-departing students sign out.
- Check ALL persons who enter — particularly those who are obviously not parents — to be sure only those invited are allowed to enter. Be particularly careful about checking young persons who *appear* to be with an adult as this is the way many uninvited guests try to sneak in.
- Do a sweep of the building before the celebration. Check for alcohol and other drugs by looking in lockers, bathroom ceilings (above ceiling tiles), and any unlocked cabinets in ALL rooms to be used for the celebration. Confiscate and dispose of any illegal items found. This is strictly a precaution, but unfortunately, some celebrations have found items.
- Have a minimum of two adults per shift (more as students enter and leave) in the check room to "guard" students' items. This area should be as close to the entrance as possible. Every student should check ALL items brought into the party (purses or swim bags.) Access should be available all night, but be restrictive as to which items can be taken away from the area. Students should also be able to leave prizes or valuables (cameras or yearbooks) in this area for safekeeping. **The checking of items prevents alcohol and drugs from being brought in and used at the celebration.**
 - Use plastic grocery bags, mark with names or numbers, hang on hangers for ease in finding items.
 - Use shopping bags, mark and hang or stand on floor or in large area marked into sections with tape.
 - Use milk crate type storage crates — one per student. Save for use next year or give as party favor at end of night.
- Coordinate and cooperate with any law enforcement or fire department staff that are present.

□ □ □ □ □

SAMPLE Adult Volunteer INFORMATION. Potomac High School, *Prince William County*.
 THANK YOU FOR VOLUNTEERING TO HELP!!! If you cannot work as assigned, please call _____ at (phone #) **immediately.**

SHIFTS: Our records indicate that you will be working the following:

Activity: _____

Hours: _____

PARTY RULES:

All students must arrive between 11:00 p.m. and midnight. (We will continue to process students through the line until everyone is in). ENTRY is through the FRONT ENTRANCE ONLY.

Students may leave any time they wish but they may not re-enter. NOTE: STUDENTS WILL BE REQUESTED TO SIGN OUT GIVING THEIR NAME AND THE TIME. This is for everyone's protection. EXIT is through the FRONT ENTRANCE ONLY.

This is an **ALCOHOL/DRUG-FREE PARTY**. **BOTH STUDENTS AND ADULTS ARE EXPECTED TO UPHOLD THIS RULE**. Show your children that you can celebrate and have fun without drinking. The Chinn Center is also a non-smoking facility. If you see a problem (or even think you see a problem), please bring it to the attention of one of the security committee members. They will be wearing buttons denoting their primary cause in life "The DOORSTOPS," and will probably be carrying walkie-talkies. They will handle whatever irregular problems are encountered.

SOME SPECIFICS

VOLUNTEER DRESS. Dress in your most comfortable "Beach Wear" (i.e., shorts, pants, white-soled gym shoes [NO HARD-SOLED STREET SHOES], and your "wildest Hawaiian shirts.") Leave your valuables/purses at home or lock them in your car trunk. Pockets may come in handy.

ENTER at the Front Entrance. Lights are scheduled to be on all night in the parking lot. We recommend you park only in the front parking lot, as that is where our uniformed police officers will be stationed. Students **MUST** use this door to both enter and exit.

Please plan to arrive 15 minutes early and check in at the Front Entrance Lobby Security Desk.

Please note: we have promised the Graduates that we would try to hold the adults to a bare minimum. Therefore, please do not join in the party as a participant or stand around the various rooms and watch. We are there to run the activities or to staff various posts only. If you want to stay longer than your shift, please ask the Volunteer Staff at the Front Lobby desk whether additional help is needed. Please remember that we are trying to handle all responsibilities without overwhelming the students. Remember, this is their party, not ours.

PHONE NUMBER AT CHINN CENTER FRONT SECURITY DESK where you may be reached during the night is ___ - _____. There are also pay phones located in the center.

FIRE ALARMS OR OTHER EMERGENCIES. The Chinn Center Park Authority staff has generously volunteered their time as well. On-site Staff include Managers, custodian, technician, and Park Ranger.

FIRST AID ROOM. STAFFED by a Nurse, is located in the lower hallway to the Gym.

FOOD. There should be plenty of food for everyone. Please feel free to eat whatever you like. Please help us remind all participants that food is only allowed in the Youth Lounge and Dance Floor (Rooms P and Q).

SET-UP. At this time, we cannot move anything into the Chinn Center until approximately 9:00 p.m., Friday, June 14th. **We need everyone that can possibly assist.**

PRIZE DRAWINGS. Drawings for door prizes will be held all night and Winners' names announced & posted. Major/large prizes will be held at the Front Security Desk until students exit. Winners must claim prizes in person. For your info: We will try to determine if students are present and/or want the prize before we re-draw for door prizes. Grand prizes, including the drawing for the opportunity to win a new car, will be held at 4:45 a.m.

CLEAN-UP. Most areas will be closing at 4:30-4:45 a.m. Please plan to help break your area down if you are on the last shift so the clean-up crew can begin exiting and cleaning the Center prior to Chinn's Saturday morning opening.

FINAL DRAWING/CLOSING ACTIVITY.

Please feel free to join us for breakfast and closing activities. Please let the students go first and do not impede traffic in the front Lobby area, as students claim their belongings at the "Baggage Check" room and front desk. Once the students leave the Center, they should not be allowed to come back into the center. This will help us control traffic flow and clean-up.

Once again, thank you for your help! Without YOU, this party would not be possible. **Relax** and enjoy the night!



SUGGESTED CHRONOLOGY

This chronology includes **only** those items that pertain to the SECURITY committee.

As Early As Possible

- Begin putting together a basic committee.

About Six Months Before Celebration

- Check with steering committee for celebration guidelines and begin formulating plans for check-in and sign-out procedures.

About Three Months Before Celebration

- Make recommendations to steering committee regarding guidelines and handling of problems, set up necessary procedures.
- Begin formulating packet of materials to be given to each volunteer (include ALL persons helping in any capacity) who will work celebration. Coordinate with chairperson in checking on availability of security officers and parking lot lights.

About Two Months Before Celebration

- Coordinate with decorations committee to be sure evacuation route is identified and maps available.
- Identify required certified personnel (lifeguards or CPR qualified.)
- Obtain emergency numbers to be used during celebration.
- Submit Layout and Evacuation Plan to the Fire Marshal's Office for approval.
- Request school administrators or counselors be at entry door to identify students in case there are questions.

About One Month Before Celebration

- Finalize information to be given to every adult volunteer. Include their work time and station, map of facility, celebration guidelines, procedures for irregularities, entrance to use, phone number at facility, what to do if unable to fulfill commitment.
- Coordinate with food committee to have food and beverages served to volunteers staffing fire alarms and exits during celebration.

Two Weeks Before Celebration

- Reconfirm all arrangements and key personnel.

- Mail, send, or otherwise deliver packet of information to every adult who will attend celebration. Be sure to include adults from ALL committees.

Day of Celebration

- Check restrooms, locker rooms, and other areas (cabinets or ceiling tiles) where alcohol or other drugs could possibly be hidden. Remove and dispose of anything found.

At the Celebration

- Arrive early to handle any last minute tasks; be prepared for volunteers and first students as they arrive.
- Staff all possible exit doors, empty hallways, and all fire alarms during entire celebration.
- Periodically check restrooms.
- Escort any students who absolutely must go to their cars.
- Periodically check with outside security persons.
- Remind all volunteers/security committee to SMILE. This should be a fun night. If the volunteers look mean and grouchy, it will put a damper on the celebration.
- Have a good time and enjoy the night!

After the Celebration

- Stay until last students have gone.
- Give list of students who checked out early to celebration chairperson.

Week Following Celebration

- Submit detailed written report on security committee to celebration chairperson.

Decorations

The first and foremost rule: **KEEP IT SIMPLE! DECORATIONS ARE NOT THE MOST IMPORTANT PART OF THE CELEBRATION.** Decorations are fun. They add excitement and make the occasion more memorable. **Decorations will NOT keep any student at the celebration all night. Exciting activities are what keep the teens there.**

Ask teens what they liked best about the celebration and they'll probably give the name of some fun activity or a prize they won. The decorations should NOT be so involved that huge committees are spending two or three nights a week for several months building decorations for a five or six hour celebration.

Carry the theme throughout the celebration. **Begin brainstorming ideas with other committee chairpersons so ALL ACTIVITIES, DECORATIONS, FOOD, AND PUBLICITY WILL RELATE TO THE CHOSEN THEME.** A theme will make some choices easier and will definitely lend an air of festivity to the celebration. The tickets, publicity, entrance, and check-in procedure should all be incorporated into the theme in some way. **See chapter on Theme Building.**

The decorations committee should consist of a decorations chairperson and a fairly large committee, or a sub-committee for **EACH** area. Consult with the *activity* chairpersons to determine what decorations they want in their area. A few strategically placed items will pull the entire area into the central theme, i.e., palm trees, cactus or portholes.

Either the Celebration Chairperson, or the Decorations Committee Chairperson should be the **ONE** person to contact the facility and the fire marshal to obtain all of the rules, regulations or variances. Facility personnel and the fire marshal tend to get a little testy after the third person from your committee calls to ask the same question. The contact person **MUST** pass the information on to **ALL** who need it. This may seem like a very small item, but on celebration day when tempers are getting short due to lack of time or an unforeseen problem (rule or regulation), it can be monumental.

Decorating for the celebration should NOT be a competition between previous years' and this year's committee or between nearby or rival schools and yours. The purpose of the event is to keep **ALL** of our teens alive. Who cares *who* had the ideas? Use what works!

FOLLOW ALL COPYRIGHT LAWS!!!! Licensed characters are **NOT** allowed to be reproduced in **ANY** form without written permission from the owner of the copyright. Giving credit on a program or at the bottom of the art work will **NOT** make it legal to use them. You **MAY**, however, use items you purchased from a *licensed* source (such as the Disney Store or character balloons).

RECOMMENDATIONS FOR THE DECORATIONS CHAIRPERSON:

- **Meet with Activities, Publicity, Tickets, I.D. committee chairpersons** to ensure theme will be incorporated into **ALL** areas of celebration.
- **Coordinate areas** with the sub-chairpersons to avoid duplication.
- **Act as a material, volunteer, and information resource** for the committee.
- **Ensure that all committee members have the decorating rules and guidelines** provided by the facility and the fire marshal such as use of nails and/or tape on walls, use of plastic and paper tablecloths or fire retardant materials.
- **Submit suggested budget to steering committee;** keep updated expenditure and donation information; see that members are reimbursed.
- **Pass along information** concerning donations and discounts to committee members.
- **Supervise the set-up.** Direct helpers, answer questions, deal with unforeseen needs, keep progress on an approximate schedule.
- **Have supplies available:** masking tape, scotch tape, hammers, screwdrivers, tacks, nails, glue, scissors, rubber bands, paper clips, extra poster board, markers or ladder, for set up. **Try not to bring along any item that is forbidden by the facility or fire marshal** so that it is not inadvertently used.
- **Maintain regular contact with sub-chairpersons** making sure they are on schedule and within the budget.

- Request a written report from all sub-chairpersons** (if applicable) due within one week following celebration.
- Inform the volunteer coordinator of specific and general needs** such as carpentry skills, posters, paint and lumber. This "needs" list can be included in one of the parent letters.

Where can the decorations committee work?

Your high school will probably let you use cafeteria, classroom, or art department space on a regular or as-needed basis. Midlothian High School, *Chesterfield County*, found a local strip mall near the school that had an empty store front to donate to the committee, thus allowing items to be left in place between work sessions.

What areas need decorations?

First, meet with the activities chairperson to find out how the activities fit into the theme. Decide how some general decorative theme items can be added to the activity areas to pull the entire celebration together.

In addition, you *may* wish to decorate the following areas using the chosen theme:

- **Signs.** Informational and directional signs for the entire facility.
- **Entryway** should set the mood for the entire celebration and may include both indoors and outdoors.
- **Activity areas.** A sub-committee for each activity may be needed. (i.e., dance, games of chance, carnival games, food or passive games.)
- **Food.** Work closely with the food chairperson to coordinate both theme and layout for the various types of food.
- **Restrooms.** Try posters, cartoons, plain paper for graffiti, "new" names for doors
 - Steers and heifers
 - Pictures of movie or rock stars
 - Foreign languages
 - Mermaids and starfish,
 - Tarzan and Jane
 - For "The Places You'll Go" theme: "The Place He'll Go" and "The Place She'll Go" signs,

South Lakes High School, *Fairfax County*

Limit decorations to large items that can be made ahead of time and put up quickly. Large splashy decorations will be noticed and make a difference while small, time-consuming items may never even be seen by most of the students.

SET-UP. Both activities and decorations must fit into a set amount of space. Equipment needs for ALL committees must be coordinated with the various chairpersons. Requests for equipment cannot be allowed to exceed the equipment available (i.e., tables, chairs or risers) or space in which to place it.

CLEAN-UP. Work with clean-up committee to coordinate dismantling the celebration. See Clean-Up chapter concerning marking all items.

New fire regulations have drastically changed the "rules" for decorations. Use lots of balloons and string lights for maximum effect and safety. Please see the section "Working with the Fire Marshal" for complete details.

GREAT RESOURCE

Talk to the management of department stores and shopping malls to find out what they do with decorative display items when they are taken down. Many malls and large stores discard items they don't plan to use again and will happily donate it to your committee IF you let them know you want it and will pick it up at *their* convenience.

Many throw out hundreds of strings of mini-lights after the Christmas displays are taken down because the labor to store them properly and check them the next season costs more than purchasing new. It may take some time to straighten out the seemingly thousands of "knots," but the price is right!

Don't be shy about asking what will happen to items on display at fairs, corporate and charity events. Contact any local graphic designers to see what they do with obsolete items.

If you are offered *anything*:

- Pick it up *promptly*.

- Write a thank you note.
- Give credit through whatever process your committee has set up for recognizing donors.
- Be sure to find out the value of the item(s) for the treasurer's records.

USEFUL DECORATING SUPPLIES

Items to help attach things to each other or to walls. Most of these can be obtained at craft supply, hardware, or office supply stores. Be careful not to use anything that will bond permanently on the facility's walls or equipment!

- **Monofilament (fishing line).** Hang decorations, use with balloons (arches or columns.)
- **Glue Guns.** Quick, easy, *immediate* set. Good for stiff "stuff" that takes a lot of handling while waiting to dry.
 - * *Hot glue gun.* Put together many decorations. Little longer maneuvering time, more permanent set. Glue is always marked HOT or DUAL TEMP.
 - * *Cold (or cool temp) glue gun.* Useful with balloon and heat-sensitive decorations. Better for fingers. Once cloudy color shows on object, it won't hold. OK for light-weight things. Sticks are often opaque and not marked. Dual temperature glue sticks are OK.
- **Glues and adhesives**
 - * *White Glue ("Elmer's" or "Sobo").* Inexpensive, easy to use. Works on wood, paper, cloth, leather, cardboard and cork. Sets reasonably fast after application and dries clear. Provides strong bond. Is non-toxic and non-flammable. NOT for metals, rubber, non-porous materials or plastics.
 - * *Spray adhesive — "Slide AddHere."* For temporary "tacking," spray on one surface. For permanent bond spray both surfaces and let stand, then bond. Clean up with turpentine. Usually found in craft departments.
 - * *Spray adhesive — "77"* - available in the paint department of your home improvement store. Permanently bonds foil, cracked ice or Mylar to cardboard or wood.
 - * *Fabric glues.* For fabrics and other flexible materials. Use on things you do NOT want to set stiff. (Most wood glues and some white glue set hard and stiff.)
 - * *Aliphatic resin ("Titebond").* Looks like heavy cream and can be pre-colored with soluble dyes. Glue stiffens fast, fills gaps, not waterproof but water-resistant for indoor use.
 - * *Casein Glue ("Elmer's Casein glue").* Comes in powder form to be mixed with water. Good gap filler. Can be used at any temperature above freezing. Not waterproof but moisture resistance is high.
 - * *Contact Cement ("Weldwood Super Contact Cement").* Non-flammable, water based. Bonds instantly—no room for error. Put some on each surface and let set to tacky before bonding.
 - * *Epoxy.* Strongest of wood glues, takes longer to cure.
 - * *Buna-N-Base Adhesive (Pliobond).* Will glue anything to anything.
- **Staple gun.** Put together decorations. Staples available in different depths.
- **Double-sided carpet tape.** Use to attach decorations to each other. Use between paper or foil to make some palm tree leaves.
- **Adhesive backed velcro.**
 - * *Attach table skirts and other decorations.*
 - * *Use velcro (hook side) to attach decorations to fabric or carpet covered walls.*
- **Duct tape (sometimes marketed as Duck Tape).** Useful for attaching one item to another, holding frames together or taping down extension cords.
- **Barnacle hooks** — available from hardware stores. Hang items from metal ceiling strips.
- **Ceiling Hooks.** Easily attach items to tile ceilings. Available from display supply stores.
- **Furring strips.** Large murals can be stapled to wood strips. Put eye hooks at equal points along strip. Use monofilament line to hang mural from ceiling or on wall.

Useful items for forming decorations.

- *Carpet or mailing tubes.* Make decorations or use to make other decorations free standing.
- *Cardboard boxes.* Make wheelbarrow, dice, window boxes, flower boxes or treasure chests.
- *Chicken Wire.* Stretch tightly to make outdoor lighted signs by attaching lights to wire.

Items to give color or texture.

- *Pastel (art) Chalk.* Use to give definition to many decorations. Set with fixative or hair spray.
- *Aluminum foil.* Use to wrap carpet tubes, boxes, bricks or make palm tree leaves.
- *Florist foil.* Has a layer of plastic between two layers of foil. Usually green on one side. Will shape around almost any object. Wrap over frames to make large animals or other objects.
 - * Make large easy flowers by cutting several circles of same size. Stack the circles. Using two or three fingers of one hand, gently push center of circles outward towards other hand. Grab “pushed foil” with other hand to form a tight “finger” of foil. Gently pull layers apart to separate and form flower petals.
- *Mylar or foil.* Use to cover cardboard decorations when shiny color is desired. Use spray adhesive or double sided tape to bond them.
- *Miniature Christmas lights.* Use alone, in plants and trees, around signs, behind murals, behind signs to make them appear to be lighted. Staple to wood strips for a fake lighted ceiling being careful to staple over the wires and not through them. Use to light balloon arches and columns. Lights will NOT break balloons. Simply insert against mono or frame (PVC or conduit) after balloons are packed.

Items to make things stand upright.

- *Empty 1 lb. coffee cans, or commercial fruit cans from the school cafeteria.* Fill with concrete to hold carpet tubes upright, use

empty as connectors between tubes so everything is not the same height.

- *Straightened wire coat hangers.* Use anytime heavy wire is needed (flower stems).
- *Folding cafeteria tables.* Use in folded vertical position to divide areas and/or place signs or murals on one or both sides.
- *Furring strips.* Especially useful for murals and other large items that need to be kept flat.
- *Bamboo balloon sticks.* Inexpensive item that will hold air-filled balloons, crepe paper flowers, or other fairly small items that need to stand upright.

Items that help you look as if you are an artist even if you're not.

- Use a projection technique to trace around design of almost anything.
- *Dual pencils.* Tape two pens or pencils (Bic lead or mechanical pencils) together. Use to draw letters using the connected pens as one unit.
- *Drawing circles:* Tie a string to a pencil, attach or hold string in center of paper, keeping string taut, move pencil around the paper forming a circle.

Cutting items.

- *Scissors.* There are never enough. Even dull ones disappear!
- *Utility knives.*
- *Exacto knives.*
- *Hack saw.* Will cut PVC pipe or conduit, although a PVC cutter and a tube cutter will do so more efficiently.

Paper supplies.

- *Newsprint.* Usually FREE. Call local newspaper office to request ends of white paper rolls. YOU pick up.
- *Rolls of colored paper.* Check local elementary schools for excess rolls or ends of rolls (36" or 48" wide). Also available from supply catalogs — see Resource Chapter.

Depending on needs, purchase in bulk:

- *Poster board* by the gross (can be spray painted any color including fluorescent)
- *Glitter* in 1 or 2 pound cans
- *Glue* in 1 gallon jug
- *Liquid tempera paint* in 1 gallon jug
- *Tape* by the carton

- Magic *markers* by the dozen
- *Paper* rolls in 36" and 48" widths of various lengths

SOME DECORATING IDEAS

Use your imagination but, most of all, HAVE FUN! Depending on the celebration theme, try...

Posters. Use movie and travel posters. Faces can be replaced with teacher's faces (with permission, of course!) or with students' faces. The Fire Marshal recommends they be laminated.

Murals.

- Turn whole walls into backdrops.
- Add miniature lights behind the pictures to make stars twinkle or windows appear lighted.
- Make murals in sections and tape together to transform huge areas.

For dance: dimmed lights, Mylar streamers, rotating mirrored ball over dance floor.

Flowers.

- Use small arrangements or single flowers on tables and large arrangements on food serving tables.
- Make large flat construction paper flowers. Put students' pictures in center, laminate for safety, and hang on walls or over lockers.

Colored tablecloths. Use throw-away paper ones or buy inexpensive fabric and pass on to next year's celebration. Buy rolls of plastic or paper table cover.

- **Table skirts.** Use these in color or metallic to dress up food tables, entryway, check-in area or games of chance tables. Attach with one of these methods:
 - * Velcro method: Tape paper or plastic tablecloth to table **bottom** with masking tape. Put pieces of Velcro tape onto outer edge of table directly on tablecloth leaving both pieces of Velcro stuck together. Peel off second piece of backing paper, stick skirt onto table. **DO NOT STRETCH ELASTIC ON TABLE SKIRT OR IT WON'T STAY ATTACHED TO TABLE.**
 - * Velcro clip method (see Resources): Clips have "hook" portion of Velcro already attached. Attach a section of loop (soft part) of adhesive backed Velcro to clips. Simply put paper tablecloth on table, add Velcro clips, and push table skirt against clips. **DO NOT USE ELASTIC TO**

STRETCH SKIRT OR IT WILL NOT STAY ATTACHED .

- * Masking tape method: Tape ends and sides of table covering to tables with masking tape. Then, tear off a long piece of masking tape and put ends together to form a loop with sticky side OUT. Put index finger from each hand into loop and pull to extend full distance of loop. Twist loop over and over by rolling index fingers *in opposite directions of each other*. Tape should be twisted into one long piece of sticky tape (it'll look like a mess!). Stick this long piece to edge of table on outside of table covering. Do this the entire length and width of area you intend to skirt. Stick skirt to masking tape being careful not to stretch elastic in skirt.

Luminaries: Cut top off plastic gallon containers, leaving handle. Place sand and candle in bottom of container. Use as directional signs to get from one place to another: parking lot to front door. Must be placed at least 25 feet from building. For Mardi Gras, add a simple inexpensive mask to tie into theme.

Life-size sculptures.

- Make or borrow soft sculpture people dressed to fit the celebration theme.
- Make paper-mache sculptures to fit celebration theme.
- Borrow store mannequins and dress to fit celebration theme.

Build an object for the entryway: gang plank, boardwalk, airport security station, movie box office, "yellow brick road," bridge, toll gate, cruise ship, oversized shark, submarine, wild animals, western scene, dragon or waves to fit celebration theme. Be sure it does not restrict entry or exit in an emergency.

Hang items from ceiling. Hang dozens of paper birds or fish, from the ceiling or try floating them using helium balloons and light weight fishing line (approximately six to eight helium-filled balloons will hold up a poster board sea gull; white, clear and light blue balloons will simulate clouds). You can also use air-filled balloons for cloud and simply hang from ceiling with birds hanging below them. Do not to hang anything from sprinklers or exit signs and do not obscure either of these.

Use *carpet tubes* to create all sorts of items:

- **Palm trees** — see below
- **Fantasy balloon trees** — see below
- **Railroad crossing signs:** paint tube white or black and wrap opposite color tape diagonally around tube. Cut two pieces of cardboard approximately 6" x 24"; hot glue in shape of "X." Write RAILROAD on under section of "X" and CROSSING on top section. Attach "X" to carpet tube with Velcro (for easier storage) or hot glue (for permanency). Attach a small red balloon on each side so they fall between side "arm's" on each side of "X."
- **Dock pilings:** Cut large diameter carpet tubes (approximately 4" diameter) into pieces of varying lengths. Paint to simulate wood, using chalk to simulate lines on wood (smudge chalk lines, spray with fixative or hair spray to set chalk). Wrap and tie rope around the three pieces to simulate dock pilings.
- **Horses.** Use mailing tubes for body and head. Use upholstery fabric tubes for legs. Add poster paper ears and rope tail and mane. Paint in desired colors. Can add cowboy hats or reins.
- **Tepees.** Use tubes to form base. Cover with inexpensive fabric and paint as desired.
- **SKYLINES.** Use opaque or overhead projector and pattern to create a city skyline outline on paper ® then:
 - Outline with Mylar streamers on black background.
 - Outline with black paint or marker on white paper, or poster board, filled in with paint, glitter or fabric.
 - Make outline using tubing, cardboard or pipe for 3-D effect.
 - Mark outline and punch holes in board and fill with miniature strings of lights.

PALM TREES. Make trunks from carpet or 4" mailing tubes covered with paint or foil. Use balloon, or foil leaves. Be sure all items are fire retardant.

Supplies for one tree:

- 1 tree trunk
- 1 base to hold trunk
- 1 Styrofoam ball or square of green floral foam
- 10-12 leaves

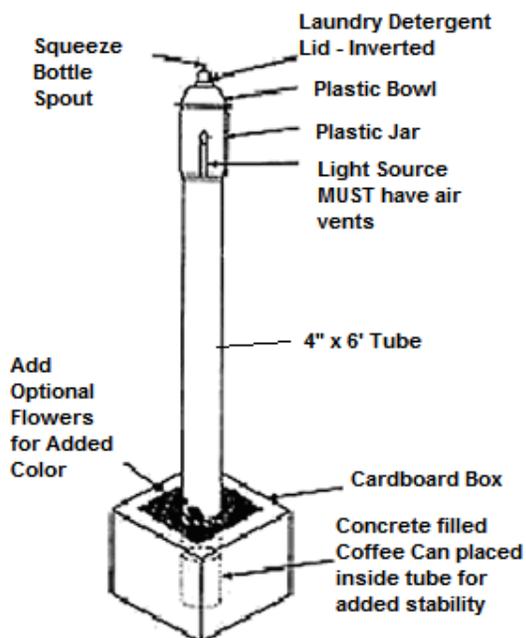
To make trunks:

- Cover tubes with desired covering and, if necessary, use fire retardant.
- To hold it upright try one of the following:
 - Put tube over concrete-filled can
 - Make a wooden base: Nail two pieces of 2 x 4 together to form an "X," attach a piece upright over "X" to fit inside tube and hold it upright
 - Make a base out of a 16" square of particle board with a 4" x 3" plastic toilet flange (available in plumbing department of home improvement/hardware store — flange measures 4" on outside of opening but 3" on inside of opening) screwed into the center of the board. Put a 24"-30" piece of 3" PVC pipe into the center 3" hole to hold the tube upright. Place the carpet/ mailing tube over the 4" part with the 3" PVC pipe inside the tube. Use the same covering as used on the tubes to drape loosely around the base to cover the flange.
 - Stick tubes into holes of large cinder blocks to make them appear to be growing at angles. Drape the blocks with the same fabric used to cover the tubes.
 - To make leaves:
- Use Mylar, metallic vinyl (shiny, reflects lights), or aluminum foil.
 - Cut chosen material into two leaf shapes (long ovals) approximately 18" long. Do NOT fringe at this time.
 - Cover wrong side of one leaf *completely* with double-sided carpet tape.
 - Lay straightened wire coat hanger down center of same leaf (part will extend beyond leaf as "stem") and cover wire with one piece of double-sided tape.
 - Lay second leaf down on top of the taped one, being sure *wrong* sides are together.
 - Trim around outside to get rid of excess tape or material (rotary cutter works well for this but scissors will do).
 - Make nine to eleven more.
 - Fringe leaves as desired.
 - Stick wired leaves into foam in top of carpet tubes and shape to suit.

- Leaves may be ironed if they become wrinkled.
- or
- Glue or tape several pieces of fake money to wire to simulate leaves for "money" tree.

To light trees: wrap string of miniature lights around tree trunk. To make coconuts: use 5" brown balloons.

STREET LAMP. Lighted street lamp can be made from recycled products. Design by Jane Drewes, South Lakes High School, *Fairfax County*. Illustration by Sherry Long, Park View High School, *Loudoun County*.



Supplies:

- Carpet tube or 4" x 6' mailing tube
- 2 tin cans that will fit inside tube
- Concrete
- Cardboard box
- Single bulb Christmas candle (or single lamp socket with *empty* toilet paper roll)
- Large clear *plastic* jar or bottle with lid
- Plastic or strong paper bowl with lip or use plastic plate with rimless bowl glued to it
- Laundry detergent lid (or approx. 2" cap such as comes on Pledge spray wax)
- Spout from squeeze bottle
- Black paint

- Glue

Optional: dowel, poster board, crepe paper flowers on long stems.

METHOD

- Fill one coffee can with concrete. Let concrete set up.
- Drill hole large enough for lamp fitting in bottom of second coffee can and jar lid.
- Place jar lid top against coffee can bottom and place lamp through hole.
- Drill several air holes in bottom of plastic jar to allow air to circulate because lamp bulb will put out a lot of heat. Be careful that bowl (or plate/bowl) does not cover holes.
- If using plate and bowl, glue top edge of bowl to back side of plate.
- Glue detergent cap edges to bottom of bowl.
- Glue squeeze bottle top to top of detergent cap.
- Drill hole large enough for lamp plug to be "fished" through about 10-12" from bottom of tube.
- Place concrete filled can inside bottom of tube.
- Paint tube and entire assembly from plate/bowl to squeeze bottle top black. Dry thoroughly.
- Glue painted bowl assembly to bottom of jar above air vents.
- Put coffee can holding lamp inside top of tube.; add bulb to lamp; attach jar to lid.
- Set tube inside cardboard box covered or painted to look like stone or brick.
- Optional: Add colorful flowers as if box is planter. Add dowel with street name. There are lots of familiar street names in New Orleans; pick something other than Bourbon Street (i.e. Duke St. or Canal St.).

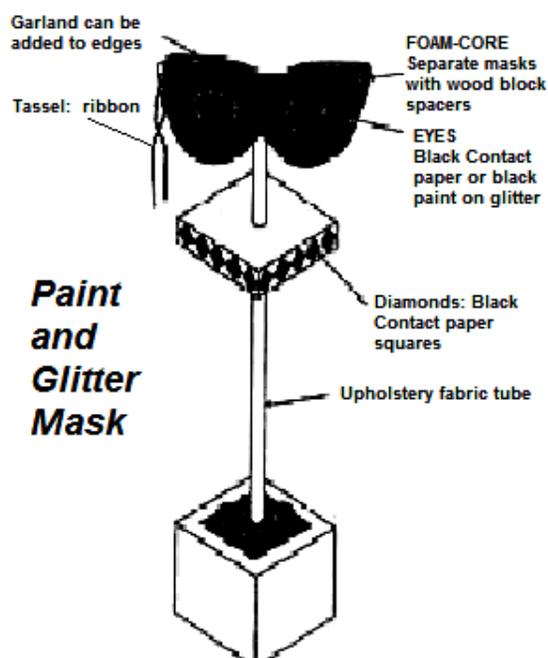
MARDI GRAS MASK. Idea: Jane Drewes, South Lakes High School, *Fairfax County*; illustration: Sherry Long, Park View High School, *Loudoun County*.

Supplies:

- Foam-Cor® or cardboard
- Contact paper
- White glue
- Glitter

- Christmas garland
- 5/8"-1" ribbon
- Hot glue gun
- Upholstery fabric tube
- Small cardboard box
- Aluminum foil

Optional decorations: paint, lace, feathers, miniature lights.



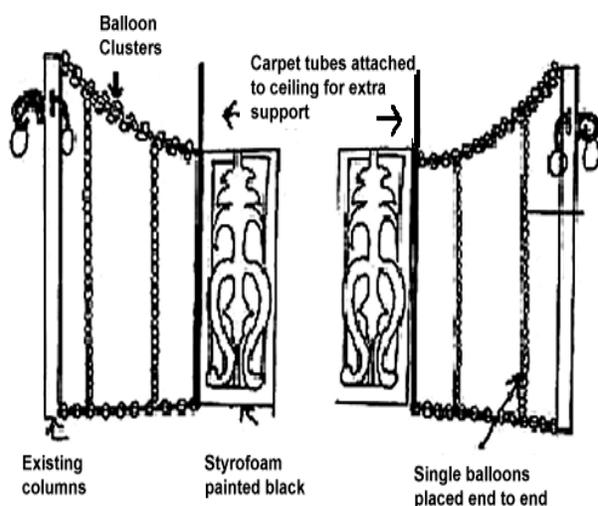
METHOD

- Cut two large masks from Foam-Cor® or cardboard—one for front, one for back.
- Attach Contact paper eyes.
- Glue and glitter remainder.
- Use Christmas garland around outside of each mask (will also hide space between masks).
- Use foil stars and long pieces of ribbon to decorate.
- HOT GLUE EVERYTHING!!
- Cover a thin box with foil and decorate with black Contact paper squares attached as diamonds.
- Attach masks on opposite sides of painted or decorated upholstery tubes with box beneath mask.
- For stability, hot glue empty paper towel rolls, toilet paper rolls or blocks of wood between ends of masks.
- Insert tube in a decorated base.

- Tilt mask at an angle.

GATES. Design and illustration by Winnie Sullivan, Stafford High School, *Stafford County*. These gates were used for a Mardi Gras theme at their school.

Two square existing support poles were transformed into gates using 5" balloons and two 4' x 8' pieces of 2" thick Styrofoam painted black. Two carpet tubes were added for extra support. 25 lb. fishing line was used to pack balloons into clusters across top and bottom with single balloons glued end to end to rest of fence.



DICE. Paint cardboard cubes (boxes that have the same height, length, and depth dimensions) white. Use real dice as pattern to place Contact paper or construction paper dots glued to sides. Can make small ones (6" to 8" cubes) for playing large board games (horse race) Can make 12" to 36" dice as decor in Games of Chance area.

DECORATING WITH BALLOONS

Balloons can be filled with either air or helium depending upon whether you want them to float. Following are some facts you should know about using helium.

SAFETY FIRST!!! Helium is a colorless, odorless, non-toxic, inert gas that doesn't burn or react with other chemicals and is lighter than air. **Helium will NOT explode if exposed to a flame.**

NEVER, UNDER ANY CIRCUMSTANCES, ALLOW ANYONE TO INHALE HELIUM!!!

Your lungs cannot distinguish between helium and oxygen. **Inhaling helium to "talk funny" may result in asphyxiation. Inhaling helium directly from the tank is almost a sure way to die because the pressure may blow a hole in the lungs.**

Helium is stored under high pressure and **it can be hazardous if not used properly**. If the valve is broken from misuse or if the cylinder falls over, it may shoot off like a rocket through cinderblock walls or cars. Please remember the following when handling helium tanks:

- ALWAYS keep your helium cylinder *chained* to a wall, safety stand, or other secured item. NEVER leave a tank standing alone in the middle of the floor! At the very least, lay it on its side on the floor.
- NEVER drag a helium tank or pull it by the tank valve (the round valve under the protective screw-cap cover).
- NEVER place a helium tank in a high traffic area such as a hallway.
- NEVER hammer, pry or wedge the valve (handle under the cover). If you cannot open the valve by hand, try putting an un-inflated balloon over the handle and turning. If you still cannot open the valve by hand, call the distributor and request another tank.
- Do not store or place helium tanks in direct sunlight or apply heat above 120° F.
- Plan to transport helium tanks firmly secured. Do NOT allow tank to roll around in the vehicle. Better still, pay to have the tank delivered and picked up.
- Attach regulator securely to the tank. Stand to side and open SLOWLY.
- Keep cylinder valve closed when unattended.
- NEVER try to remove a regulator without bleeding it first!! To remove the regulator:
 - Turn off valve.
 - Bleed regulator by pushing on nozzle to empty regulator of helium.
 - Then, unscrew regulator and remove from tank.
- Cylinders should only be filled by an authorized individual in accordance with safety guidelines.

PLEASE DO NOT TIE HELIUM-FILLED **FOIL** BALLOONS INTO ARCHES OR ATTACH ANY FOIL RIBBON TO HELIUM-FILLED BALLOONS. In some states it is illegal to tie helium-filled foil balloons together, onto any other helium filled object, or to attach foil ribbons to any helium-filled balloons (including latex balloons). If balloons so tied were to be released outside and become entangled with electrical wires, the power to your location (and that of the surrounding area) could be affected or, in some cases, it could even start a fire. Sounds far fetched? Yes, but it has happened!

BALLOON TERMS YOU WILL NEED TO KNOW

- Air-inflator: an electrical device used to inflate balloons with air; i.e. Cool Air or Air Force Three (has three nozzles for use by three persons at a time).
- Cluster: four balloons sized and tied or twisted together.
- Curling ribbon: 3/16" crimped or uncrimped paper ribbon that curls easily. Used to attach balloons to other objects. One of the cheapest items you will buy.
- Duplet: two balloons sized and tied together.
- HI-Float™ and Super Hi-Float™: non-toxic commercial coatings for the interior of latex balloons which will increase their float time from three to ten times longer depending upon how it is used.
- Latex balloon: a biodegradable rubber balloon that comes in many sizes, colors and finishes.
- Monofilament line: a clear, almost invisible cord used in building balloon forms. 50 lb. weight should be used for most indoor work. (Sometimes referred to as fishing line.) Doubling the line will NOT double the strength; purchase heavier line if needed.
- Microfoil™ balloon: Commonly known as foil or Mylar balloons. An aluminum-covered nylon balloon with a shiny reflective surface. Comes in shapes: round, stars, hearts, squares, fish, cards or licensed characters.
- Nozzle: A mechanical device attached to a regulator which starts and stops the flow of gas (helium) and is used for inflating balloons.

- **Regulator:** A mechanical device which reduces the pressure at which gas leaves a pressurized tank; used to control the flow of helium from the tank.
- **Single or Pearl Arch:** A line of helium-filled balloons spaced at exact distances apart on a monofilament line.
- **Sized balloons:** Balloons that have been measured using a template or special equipment so that balloons are uniform in size.
- **Spiral or swirl arch:** Constructed with balloon clusters packed on frame or monofilament line in a spiral pattern.
- **Template:** Patterns in specific sizes used to control the size of balloons.
- **Weight:** Used to keep helium-filled balloons from floating away. Can make by filling 11" balloons or plastic bags with sand or using bricks and covering the item used with cellophane, Mylar, foil or cracked ice to fit desired color scheme.

TO MAKE AND USE A TEMPLATE

For a more professional look, cut a template (11" square or 11" round hole in cardboard for 11" balloons) and tape it to a table or place over a box or milk crate. Pull *every* balloon you want to size to 11" through the hole, releasing any excess air or helium so balloon fits snugly through the hole before tying it. This will make every balloon the same size: 11". These can be made in any size you need.

AIR FILLED BALLOONS

- Air-filled balloons will NOT float but are less expensive than helium-filled balloons and will stay inflated up to two to three weeks.
- If used for columns or arches, they will probably be packed on frames made of PVC pipe, conduit or aluminum rod which will be put into stands or hung.
- Always use air in any latex balloons less than 9" or foil balloons 14" or smaller because they are too heavy to be lifted by the small amount of helium it takes to fill them.
- Always under-inflate air-filled balloons to 90% or less of their capacity when packing them on frames. This will allow them to take a lot of abuse and will let them be packed together easier without breaking: A 5"

balloon inflated to no more than 90% of it's capacity would be inflated to 4.5" or less. Air-fill 11" balloons to 10" or less.

- Use a template to insure the same size of each balloon.

MAKING BALLOONS "FLOAT"

- Balloons will only float if helium is used.
- Latex balloons need to be at least 9" to float. Because they will last longer, 11" balloons are highly recommended.
- Use a template to insure the same size of each balloon.
- Be sure to weigh each end of an arch (cover bags of sand or bricks with cellophane or Mylar) and tie line onto the weight. Balloon bouquets can be weighted in the same manner.

BALLOON RELEASES: Schools wishing to release balloons outdoors (helium-filled balloons are released during a ceremony) should be aware that Virginia law only allows a maximum of 50 balloons to be released for ANY event.

HOW MANY BALLOONS WILL WE NEED TO MAKE AN ARCH?

First, figure out how long an arch needs to be by carefully measuring the height and width you want the finished arch to be, then use the following formulas:

- Arch is **wider than** it is **high**.
- Height + Width = approx. length.
- Arch's **height and width** are about the **same**:
 - 1.5 Height + Width = approx. length.
- Arch is **higher than** it is **wide**.
 - 2 Height + Width = approx. length.

Use the chart below to figure out how many balloons to buy.

BALLOON SIZES.

- Balloons can always be sized down and you should usually do so when air-filling them. Therefore, when you want to use an 8" balloon you can either use 9" or 11" balloons and size them down. When inflating to under 5", plan

to buy 5" balloons because they'll look far better than 9" or 11" sized down under 5 inches.

- If using helium, plan to fully inflate 9", 11" and 16" balloons unless they will be used outside in direct sunshine on a hot day.
- Smaller balloons may be used for garlands or as rope on stanchions.
- Larger balloons will be used for arches, columns, or air-filled garland strung diagonally across ceiling.
- The number of balloons needed per foot is dependent upon *the size* to which they are inflated regardless of whether you use helium or air.

Most quality balloons are made in 5", 9", 11", 16" and 36" sizes. Pearl and metallic balloons may only come in certain sizes depending upon the color and brand. For safety, please wear safety goggles when inflating 36" balloons.

TO USE THE CHART BELOW:

- First, decide how large you want the balloons to be.
- Find that size in the left-hand column.
- Multiply the number in the second column of that same line times the number of feet long you want the garland or arch to be using four balloon clusters.
- After multiplying the number needed per foot by the number of feet to be covered, divide the answer by 4. You will probably need to add one to three balloons to make the number come out even. Using four balloons per cluster, it **MUST** be evenly divisible by 4.

<u>Inflated Balloon Size</u>	<u># Balloons Needed</u>
3.0 inches	20.2 balloons per foot
3.5 inches	17.3 balloons per foot
4.0 inches	15.1 balloons per foot
4.5 inches	13.4 balloons per foot
5.0 inches	12.1 balloons per foot
5.5 inches	11.0 balloons per foot
6.0 inches	10.1 balloons per foot
6.5 inches	9.3 balloons per foot
7.0 inches	8.6 balloons per foot
7.5 inches	8.1 balloons per foot
8.0 inches	7.6 balloons per foot
8.5 inches	7.1 balloons per foot
9.0 inches	6.7 balloons per foot

9.5 inches	6.4 balloons per foot
10.0 inches	6.0 balloons per foot
10.5 inches	5.8 balloons per foot
11.0 inches	5.5 balloons per foot
11.5 inches	5.3 balloons per foot
12.0 inches	5.0 balloons per foot
12.5 inches	4.8 balloons per foot
13.0 inches	4.7 balloons per foot
13.5 inches	4.5 balloons per foot
14.0 inches	4.3 balloons per foot
14.5 inches	4.2 balloons per foot
15.0 inches	4.0 balloons per foot
15.5 inches	3.9 balloons per foot
16.0 inches	3.8 balloons per foot

- Now you can decide what colors to use. If you use two colors, you'll probably use two balloons of each color or you may be using three of one color and one of the other color. Simply take the number you got when you divided by 4 and multiply that by the number (1, 2, or 3) of balloons you want to be that color in each cluster of four balloons.

EXAMPLE: How many balloons of each color will it take to make a 25-foot arch using three red and one black 11" latex balloons in each cluster?

- Check the chart to find out how many balloons are needed for each foot: using 11" balloon requires 5.5 balloons per foot.
- Multiply 5.5×25 (number of feet arch is to be when finished) $5.5 \times 25 = 137.5$ balloons
- Divide 137.5 (balloons needed for entire arch) by 4 (number of balloons in cluster). Since 137.5 can obviously not be divided evenly by 4, round up to number evenly divisible by 4: 140. $140 \div 4 = 35$ clusters.
- To use three red and one black balloon in each cluster, multiply the number of red (3) and the number of black (1) by the total clusters needed (35): $3 \times 35 = 105$ red balloons, $1 \times 35 = 35$ black balloons. Check your answer by adding the total number of both red and black together. This total should equal the total number of balloons needed ($105 \text{ red} + 35 \text{ black} = 140$ total balloons).

HOW LONG WILL HELIUM-FILLED BALLOONS FLOAT?

Float time will vary greatly due to many factors such as the quality of the latex, humidity, temperature or altitude. Balloons typically float half as long in hot, humid weather. For maximum floating life, hand-tie balloons. Untreated 11" helium-filled balloons will not last over 12-18 hours depending upon the factors listed above.

Hi-Float™ can increase float time three to five times or, for even greater longevity, use Super Hi-Float™ to increase float time five to ten times. Either product is available from most of the decorating catalogs. Follow the directions carefully to *lightly* coat balloon interior. Always use LESS rather than more than called for in the directions. Too much Hi-Float™ can cause balloons to droop.

NOTE:

- Hi-Float™ is NOT RECOMMENDED for balloon sizes under 11".
- It is NOT NECESSARY for air-filled balloons.
- Do NOT use in foil balloons.
- Even with this treatment, balloons will be affected by humidity, temperature or altitude, latex quality.
- Balloons *love* cool, dry places.

Always try to keep Hi-Float out of the neck of your balloons. It should be squirted into the BALL of the balloon ONLY and then “squished” by hand to distribute it.

NOTE: It is important that balloons treated with Hi-Float be allowed to dry thoroughly and not be placed in plastic bags for transporting them to the site or to keep them from oxidizing until after they have dried. Failure to do so will result in “dead” balloons!—ones that will not float.

HOW MUCH HELIUM WILL WE NEED?

Helium is sold by the cubic foot. Most companies carry 60-80, 110, 242, and/or 291 cubic foot tanks. To find a helium supplier (and probably the best price), look in the yellow pages under “Gas—Industrial & Medical, cylinder & bulk” or under “Welding—Equipment and

Supplies.” Some party stores and balloon decorating companies also rent helium tanks.

Most helium companies will ask you how many balloons you want to fill and will make a recommendation about tank size. However, they probably won’t ask what size the balloons are to be which can make a HUGE difference.

To find out how much helium you will need, multiply the number of balloons you expect to use by the amount of helium each takes. For example, the 25' red and black arch in the example above will use 140 11" latex balloons so $140 \times .5 = 70$ cu. ft. of helium needed for this arch. Add this amount to any other helium-filled balloons you will be using to find the total amount of helium you will need. ALSO, when figuring amounts, assume you will only get 85% of the amount in the tank which will allow for any under filling of the tank (which happens many times) and poppage or waste by your inflation team.

Use the following chart to figure how much helium you will need to purchase and how long your balloons will float.

HELIUM AND FLOAT TIME CHART

	Balloon Size	Cu. Ft. Helium	Avg. Float Time
<i>Latex</i>	9"	.25	6-8 hrs.
<i>Balloons</i>	11"	.5	12-18 hrs.
	16"	1.3	30+ hrs.
	36" inflated to 30"	8.0	2-4 days
	36" inflated to 36"	15.0	3-5 days
<i>Foil</i>	18"	.5	1 week
<i>Balloons</i>	26"	.75	1-2 weeks
	36"	4.0	2+ weeks

CAN WE LIGHT BALLOON ARCHES AND COLUMNS?

Yes! Use strings of UL-listed miniature Christmas lights to add color and sparkle to your balloon creations as well as add light and sparkle to your room. Simply pack your spiral arch or columns (do not use on single/pearl arches) and then gently push a string of lights into the center of the packed balloons. The heat from the lights will not break the balloons. Be sure you have a ready electrical source or that any extension cord used will be firmly taped against the floor so guests will not trip on it.

SINGLE, “PEARL” or “STRING OF PEARLS” ARCH

- Tie monofilament line between two chairs spaced the length needed leaving approximately 4' extra on each end to tie into position when completed. Position as close to helium tank as possible.
- Use a template to inflate and size each and every balloon but do not knot immediately.
- Knot each balloon *directly* around monofilament line.
- After each balloon is tied onto line, use a ruler to measure space between new balloon and one just before it to assure all will be the same distance apart. Try putting the first two balloons on the line and spacing them the way you like them (try having them just “kiss” [touch each other]), measure the distance between those two knots and make the rest the same.
- Move line so balloon moves away from you.
- When finished, add ribbons to disguise knots. Curl ribbon ends.
- Tie each end of arch to a weight or tie directly onto table or between columns.



SPIRAL HELIUM ARCH

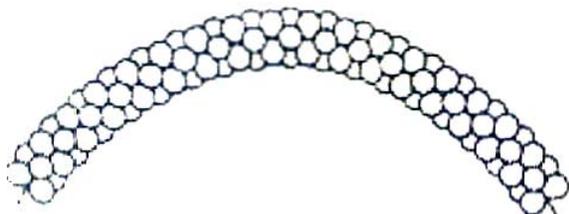
- Tie a 50 lb. monofilament line between two chairs spaced the distance needed for the arch. Always add at least 24" on each end to tie the arch down.
- Inflate and size two balloons. Tie them *together*. Do NOT tie knots individually.
- Inflate and size two more balloons and tie them together.
- Form an "X" with two sets of balloons by crossing one set over the other set. Twist one balloon around the one next to it to make a cluster of four balloons, being sure to put colors in the order you want them. If not in the color order you want, twist again until they are.
- Lay cluster flat like a four-leaf clover.

- Place cluster over line so line is between any two of the balloons. Bring one of the balloons *closest* to line around line to hold cluster in place and push entire cluster against preceding cluster to tighten.
- Continue inflating and packing clusters onto line giving each cluster a quarter turn in the same direction to make arch "spiral" or "swirl." Take care in placing them on line so the colors are in the proper order. Keep each cluster tight against the previous one.
- After final cluster has been put on line, untie line from one chair and wrap it around two or more of the balloons in the last cluster to firmly secure arch. Do the same at other end of arch.
- If balloons are helium filled, attach each end to a weight (cellophane or Mylar wrapped around: brick, 11" balloon filled with sand or plastic bag filled with sand.) If balloons are air filled, arch will need to be mounted on a frame.
- It takes approximately 140 balloons to build an arch to go over a double doorway. Use up to four different colors to create the "swirl."
- Be sure to check the float times and don't make your arch too early or it may be on the floor or ground before the celebration is over.

AIR-FILLED ARCH

To make an air-filled spiral arch, you'll need a frame. An inexpensive serviceable frame can be made. It is extremely important that the base be heavy enough to be stable. Here's an inexpensive way to make one:

- Line each of two approximately 4" high by 12" wide by 15" long cardboard boxes with a (white) plastic trash bag.
- Center a 1" Schedule 40 *threaded* Tee (PVC available in plumbing department of local home improvement store) into center of each box.
- Mix and pour concrete into plastic lined box and around outside of Tee, being careful not to get concrete inside Tee.
- Let concrete set up. Tee should be sitting straight up in center of box.
- When totally set, screw one 1" male adapter into each Tee.



- Using PVC cement, cement a 1/2" to 1" adapter (this is not an either/or piece; the piece adapts a 1/2" pipe to fit a 1" coupler) to one end of a 10' piece of 1/2" PVC (Schedule 40) pipe. Cement another adapter to the end of another 10' pipe.
- Cement or *securely* duct tape a 1/2" straight connector between the two pieces of 10' pipe.
- Securely duct tape the 1" male ends of the pipe into the 1" male adapters screwed into the cemented Tees.
- Finished frame will be about 20' long and will easily fit over a 7' double door.
- Move bases closer together to make it taller and narrower; move them further apart to make it shorter and wider. Remember, it will only go so far.
- Wrap air-filled balloons directly onto the frame.
- Using balloons sized to 10", it takes approximately 120 balloons or 30 clusters of four.
- Cover base to disguise concrete.

BALLOON COLUMN

- Make column with air-filled balloons.
- Inflate, size and tie as for spiral arch.
- Pack onto PVC or conduit that has been screwed into base (see below), giving quarter turn as for spiral arch.
- Tie in a larger balloon on top (can be air-filled).

MAKING BASES FOR COLUMNS

It's important that the base be wide enough to make the base stable. These can be formed out of pieces of 1/2" PVC pipe and connectors which should all be cemented together using PVC cement OR make wooden bases:

Supplies:

- 16" x 16" piece of plywood or particle board

- One 1/2" non-galvanized flange (from plumbing department of hardware store—where PVC pipe is located)
- Four 3/4" #10 flat head wood screws

METHOD

- Find and mark center of wood square.
- Center flange and attach to wood with 4 screws.
- Cover base with mylar to match color of balloons.
- Screw 1/2" PVC (with male adapter cemented on) or 1/2" EMT conduit (with male adapter tightly fitted) into flange on base.
- Pack with balloons.

“BOUQUETS” or ARRANGEMENTS OF BALLOONS

Fill with helium and place in bouquets tied to foil or Mylar wrapped weights. If using 11" balloons, use a minimum of 11 balloons on three-yard lengths of ribbon and stagger balloons to make tall thin bouquets. Leave approximately 10" of ribbon at the balloon neck and gently curl. After tying the bouquet onto the weight, cut off all but approximately 18" of the ribbon closest to the knot. Curl those ends.

To make shorter bouquets, decrease length of ribbon. You may also wish to decrease the number of balloons.

For taller or fuller bouquets, increase the number of balloons. You may also need to increase the length of ribbon if you want them taller.

SUSPEND AIR FILLED BALLOONS in a balloon net above dance area to be released at end of celebration (perhaps with paper money and/or coupons inside some of them). Supplies are available from E & R Balloons (see Appendix G) or consider hiring a balloon professional.

RETRIEVE BALLOONS LOST ON CEILING

If helium balloons float away, retrieve them by floating one helium balloon with a piece of duct tape formed into a loop with sticky side out attached to the center top of the balloon and tied to a *long* piece of ribbon or to ribbon still on ribbon spool. Simply “fish” for the stray balloon and pull it down. (Stray latex balloons are usually not

salvageable, but foil ones should be although color *may* be pulled off where it touches the duct tape.)

FANTASY BALLOON TREES: Easy and inexpensive. Drawing by Sherry Long, Park View High School, *Loudoun County*.

Supplies:

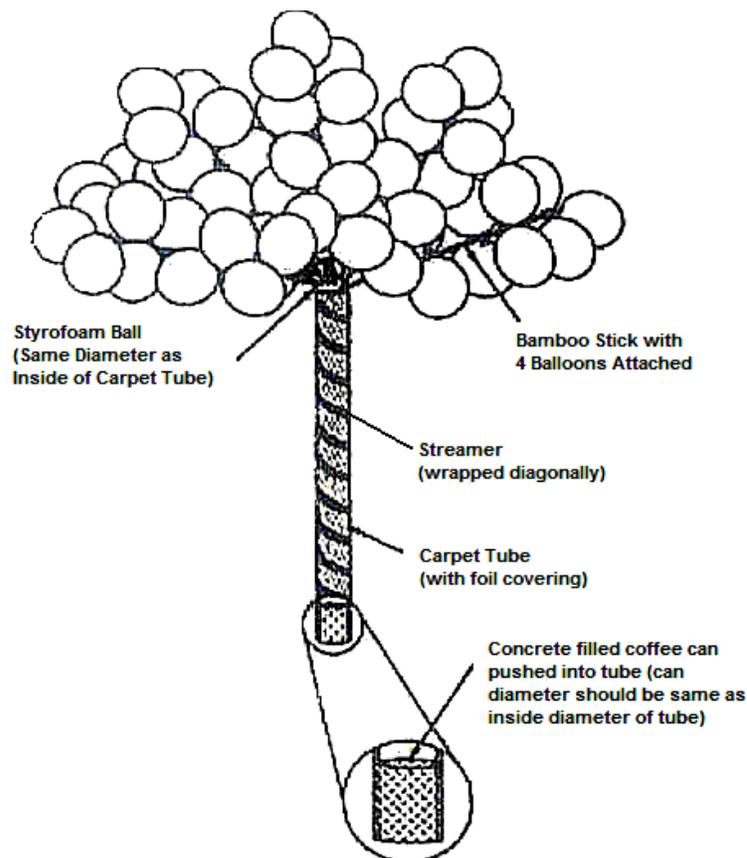
- 1 carpet tube or 4" x 6' mailing tube with base: can be 1 tin can same diameter as tube (one lb. coffee can fits inside 4" tube), concrete mix
 - 1 Styrofoam ball or square of green floral foam same diameter as tube
 - 12-18" bamboo balloon sticks
 - 48 balloons
 - 18" wide aluminum foil
- Optional: crepe paper streamer

METHOD

- Make base: fill can with concrete and let harden.
- Cut piece of aluminum foil slightly longer than tube. Tape foil on tube from top to

bottom. Wrap foil around tube and secure entire length with double-sided tape.

- Optional: Attach crepe paper streamer to inside top of tube with tape. Wrap streamer diagonally (4" apart) to bottom of tube. Attach to inside bottom with tape.
- Cover Styrofoam ball with foil; push into top of tube with half of ball protruding from top of tube.
- Push concrete-filled can inside carpet tube. Tube will now stand alone but if using on carpet, set on piece of wood or other smooth surface.
- Inflate 48 air-filled balloons and knot individually.
- Attach four balloons near *one* end of *each* balloon stick by forcing stick through loose end of balloon *below* knot.
- Poke balloon filled sticks into Styrofoam starting on center top of ball and working out and down in circular pattern.



SUGGESTED CHRONOLOGY

This chronology includes **only** those items that pertain to the DECORATIONS committee.

As Early As Possible

- Decide on theme.
- Brainstorm for ideas to use theme in **EVERY** area of celebration.

About Six Months Before Celebration

- Check with local fire marshal for decorating restrictions and determine if an inspection will be required.
- Check with celebration facility personnel for decorating restrictions.
- Meet with other chairpersons, particularly activity, area chairpersons to determine needs and desires of their committee to be sure each area will fit into theme. Determine what decorations will be done by decorations committee and what will be done by other committees.
- Make decisions on actual decorations to be used in every area.
- Assemble committee of persons to make and/or build decorative items.
- Make list of items needed, where they can be found or prices.
- Discuss budget needs with treasurer and celebration chairperson.
- Begin placing orders and/or discuss needs with donations committee.
- Make and distribute map of celebration facility with each activity blocked into space they will use.

About Three Months Before Celebration

- Make decorations.
- Check with other chairpersons to reconfirm plans.
- Check with local florists and other businesses or groups who may be able to loan decorative equipment or items.

About Two Months Before Celebration

- Continue to work on decorations coordinating with any chairpersons necessary.
- Work with celebration chairperson to confirm all equipment needs with celebration facility (tables, chairs, stages or public address systems). Give the facility director a drawing showing where every item the facility is furnishing is to be placed.

- Update facility map adding emergency evacuation route. Be sure chaperon/security committee has a copy.
- Make arrangements for equipment (electric balloon inflator or helium tank) to inflate balloons.
- Meet with clean-up committee to set up marking system so they will know what to put in storage, give away, trash, or return to lenders.

About One Month Before Celebration

- Reconfirm any outstanding orders and make arrangements for their delivery.
- Reconfirm any equipment that will be borrowed (i.e., florists)
- Recruit extra volunteers to put up decorations day of celebration.
- Arrange for transportation of all decorations to celebration facility.

Two Weeks Before Celebration

- Try to finish up any decorations not already completed.

Week of Celebration

- Pick up all decorations equipment as soon as possible.
- Reconfirm key volunteers will be present to help decorate.

Day of Celebration

- It's finally time to DECORATE!
- Coordinate the set up of all areas.

At the Celebration

- Arrive early to put any last minute touches on decorations.
- Have a good time and enjoy the celebration!

After the Celebration

- Be sure clean-up committee is aware of equipment that is to be returned—borrowed or rented items—or stored for following year.
- Designate someone to wrap and store any really fragile items to be kept or any valuable borrowed items. Clean-up time is frenzied and things can easily get broken or misplaced.

Week Following Celebration

- Submit detailed written report on decorations committee to celebration chairperson.
- Check to be sure all bills have been paid for decorative items.

Food

Food and drink are critical ingredients to a successful celebration. Give the food areas names that fit the celebration theme to make it more fun. If possible, serve one or more items that relate to the theme; but be sure to provide the teen favorites: pizza, subs, and soda.

KEEP THE FOOD SIMPLE. Some students will try new and different things, but many will not. Recognize the religious and cultural differences of the students and provide *something for everyone*. Some committees may wish to divide food into smaller sub-committees for snacks, beverages or breakfast, while others will use one general committee to handle all of it.

When looking for help in providing food and food-related items, include fast-food restaurants, pizza parlors, regular restaurants, hotels, caterers, airline caterers, gourmet shops, churches and other community organizations. Many will be willing to loan equipment, provide ice, paper products, plastic utensils, tablecloths, or table skirts, as well as all sorts of food both prepared and/or bulk. Be sure to work through the donations committee to solicit any item.

Suggestions for the Food Chairperson

- Serve as coordinator, information, and resource person for the food committee.
- Help recruit any subcommittee chairpersons needed.
- Submit suggested budget to treasurer making changes as information concerning donations and discounts of food and supplies becomes available. See that members are reimbursed.
- Maintain regular contact with committee members; make sure budgets and schedules are met.
- Keep food committee updated on anticipated attendance figures.
- Request written reports from any subcommittee chairpersons within one week after the celebration.
- Arrange for leftover perishable food to be delivered to a needy organization in the early hours following the celebration being sure that arrangements have been made for safe

transport of the food (Keep it hot, keep it cold, or don't keep it!).

- Coordinate with the clean-up committee to have plastic bags, foil, plastic wrap or paper towels, for packaging leftovers and for clean-up in food areas.
- Assign one committee member to work with the food clean-up committee to help with the storage and disbursement of leftover food and food-related items.
- Prepare menus and base initial quantities on projected attendance figures. Consider known religious and dietary restrictions when selecting the menu.
- Coordinate plans with the decorations committee
- Plan food and beverages for decorating and set-up crews
- Arrange for pick up of all food related items.
- Be flexible and prepared to alter plans. As celebration time approaches, the number of attendees will constantly change as well as the number and type of donations offered by businesses and organizations.

NOTE: Almost all Virginia celebrations have reported having an over abundance of food. It is suggested that quantities be estimated and then when donations are offered, be realistic. **Don't be afraid to ask for less than is offered.** Businesses appreciate our thriftiness and it saves handling the food one more time when everyone is tired after being up all night. If a particular food item runs out, just offer something that is still available.

General Serving Suggestions

- The emphasis should be on things the students like, not offering anything unusual or spectacular. Students are more interested in the fun they are having than any fancy foods—and many refuse to try something different.
- Students like to be able to readily identify what they are eating which becomes harder to do when the lights are dimmed. Consider putting small signs next to items so students can distinguish between blueberries and

raisins. Clearly mark regular soda and diet soda.

- Don't worry about running out of *ANY* particular food during the night. Simply start "pushing" the items you still have. Lots of leftovers mean lots of work at 5:00 or 6:00 a.m.
- Serve finger foods in small servings. Students want to sample everything but cannot eat normal-sized servings of several kinds of food within a short period.
- Students seem to eat throughout the night so make food available all night rather than only at scheduled times.
- Serve from buffet tables in several areas to avoid congestion and provide the chance to grab a quick bite between activities.
- Put up several menus in strategic spots around the facility so students know where and when to find the various refreshments.
- If the facility allows food in more than one place, use adult volunteers to circulate with trays of food and drink around various activities. Sometimes students are too busy, too engrossed in what they **are doing**, or having too much fun to bother going to the food.
- PIZZA IS THE #1 FAVORITE FOOD!!!
- Provide ample drinks. Students also like water, sparkling cider, tropical drinks, and flavored iced teas. Plan to provide a non-caffeine/non-cola drink of some kind.
- Don't serve *any* drinks in an open punch bowl or set cups of drinks out unattended. This is an open invitation for an illegal substance to be introduced.
- Be sure to provide regular (*not* decaffeinated) coffee and iced tea for the adults working all night.
- Ice cream sundaes are popular but freezer storage will limit the amount that can be served. Prepare sundaes in small plastic drinking glasses using vanilla ice cream and hot fudge or strawberries and pass on trays. Don't worry about running out. Just serve till it's gone and then serve something else.
- Remember to send a volunteer with a tray of food and drinks to the volunteers staffing exit doors and fire alarms as they cannot leave their posts.

- Remember the clean-up crew and those running the last event (usually celebration chairperson and prize committee) will need food, too. Save them something.
- A large breakfast is nice but the students seem just as happy without it. After snacking all night, they seem to prefer a lighter continental breakfast.
- For breakfast, have lots of juice available—orange, cranberry and apple are the favorites. Milk has not been a big hit at a lot of the celebrations. However, some schools have found that students are happy to have an individual carton of milk along with donuts or muffins for breakfast. Know your students.

Recent Fire Regulations require that any onsite food preparation must be in a kitchen equipped with a commercially rated exhaust system and fire suppression equipment.

SUGGESTED FOOD QUANTITIES

Suggested Food Quantities—125 Students.

Rustburg High School, *Campbell County*.

SNACKS

Amount on Hand	Amount Used
15 bags chips, pretzels	1 each
2 French onion dip	1
2 Nacho cheese dip	1
24 large pizzas	22½
6 1-foot subs	6
2½ gal. tropical fruit punch	2 gallon
30 doz. cookies & brownies	15 dozen
1 large fruit tray	1
Soft drinks	???

BREAKFAST

Amount on Hand	Amount Used
8 doz. biscuits	4 dozen
12½ doz. sausage biscuits	3 dozen
14 doz. doughnuts	5 dozen
2 gallon milk	½ gallon
2 gallon orange juice	could have used more
100 9" paper plates	could have used more
100 5-oz. clear cups	100 (punch cups)
paper cups	200 (soft drinks)
1 lb. coffee	¾ lb. (chaperons)

Items most liked by students: pizza, subs, brownies, Rice Krispie Squares, fruit, doughnuts, orange juice, fruit punch.

Suggested Food Quantities—200 Students.

James River H. S., Botetourt County

Amount On Hand	Amount Used
12 ¾-lb. bags chips	2 ¾-lb.
3 lb. French onion dip	1 lb.
2 large vegetable trays	½ of one tray
15 Medium, 15 large pizzas	21-22 pizzas
180 hot dogs; 5 lb. chili	80 hot dogs; 3½ lb. chili
1 6' Submarine Sandwich	β sub sandwich
30 3-liter sodas	12 3-liter
25 2-liter sodas	23 2-liter
4 ¾-lb. bags Nacho chips	2 bags
#10 can Nacho cheese	1 can
7 8-lb. bags frozen French fries	2 bags

BREAKFAST

1 large fruit tray	1 tray
14 doz. sausage & ham biscuits	4 doz.
11 doz. doughnuts & Danish	6 doz.
6-8 doz. cookies & brownies	6-8 doz.
9 gal. juice	2 gal.
4 gal. milk	1 gal.
3 lb. coffee	1½ lb.
5 lb. sliced ham	NOT USED
250 9" paper plates	NOT USED
600 9-oz. cups	300
4 boxes trash bags	2 boxes
300 lb. ice	300 lb.

Leftovers were taken to a local home for slightly retarded and handicapped citizens, our high school for teacher's appreciation week breakfast, and celebration volunteers' pot-luck evaluation meeting.

Suggested Food Quantities—500 Students.

Mary Burger, South Lakes High School, Fairfax County

Item	Amount Used
Soda	200 2-liter bottles
Cups	2500 (7 or 9 oz)
Ice	300-400 pounds
Pizza	30-35 large (cut in 3-4 bite pieces)
Egg Rolls	100-125 (cut in half)

Wontons	100
Submarine sandwiches	4-6 one foot subs (cut into 1½" slices)
Mini Tacos	120
Hot Dogs/Chili Dogs	100 (cut in half)
Nacho Chips	6-8 one pound bags
Nacho Cheese	2 one gallon cans
Potato Chips	3-4 one pound bags
Fruit Trays	4-6
Vegetable Trays	1-2
Meat and Cheese Tray w/rolls	1
Ice Cream Sundaes	8-10 gallons ice cream
Hot Fudge and strawberries	1-2 gallons
Cookies	6-8 dozen
Cake	½ sheet
Orange and apple juice	10 gallons
Milk	2-3 gallons
Fruit Cup	3-6 large bowls
Muffins, rolls, biscuits	1½ - 2 per person
There was LOTS more to serve; leftovers donated to a homeless shelter.	

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SUGGESTED FOOD COMMITTEE

CHRONOLOGY

This chronology includes **only** those items that pertain to the FOOD committee.

As Early As Possible

- Decide on general kinds of food to be served.
- Submit list of items needed to donations chairperson.
- Submit suggested line item for budget to treasurer.
- Begin putting together a basic committee— with or without sub-chairpersons.
- Locate needed equipment. Decide whether items will be purchased, rented, borrowed, or made.

About Six Months Before Celebration

- Determine specific menu. Coordinate needs with donations committee.
- Coordinate plans with decorations committee.

About Three Months Before Celebration

- Determine where each item of food will be obtained. Arrange for any necessary cooking that needs to be done.

About Two Months Before Celebration

- Line up volunteers to serve food and "bus" tables.

About One Month Before Celebration

- Reconfirm all arrangements for food, supplies, and equipment.
- Make any necessary changes in food budget based on expected donations.
- Reconfirm Food volunteers for night of celebration.
- Find any additional volunteers needed.
- Arrange to have someone available to receive all food deliveries day of celebration.

Two Weeks Before Celebration

- Purchase any non-perishables not donated.

Week of Celebration

- Reconfirm donated items that must be picked up day or evening of celebration. Be sure to **confirm EXACT time and place of pick up.**
- Confirm recipient of excess food and person to deliver it.
- Purchase any perishables not donated.

Day of Celebration

- Set up equipment.
- Help put up decorations in food areas.
- Organize kitchen area.
- Make snacks available for Decorations and Set-up Crew.

At the Party

- Committee chairperson and sub-committee - chairpersons should arrive early to handle any last minute tasks and be prepared for volunteers and first students as they arrive.
 - Prepare and serve food.
 - Keep eating areas picked up.
 - Have a good time and enjoy the party!

After the Party

Pack up any salvageable supply items for following year.

- Be sure food clean-up committee is aware of equipment that is to be returned (borrowed and rented items) or stored for following year.
- Pack up left over food to be disbursed as planned.
- Week Following Party
- Submit detailed written report on food committee to celebration chairperson.
- Check to be sure all bills have been paid for food items.

FUNDING

It is important to determine how the bills for the celebration will be paid. In many communities, *parents* pay for the basic celebration. Donations from the community are the "icing on the cake." Ticket prices (if used) cover basic expenses (music, food, cleaning supplies, rental of equipment, and at least one party favor). Keep in mind that many items will probably be donated from the community, but may not be given or even offered until **very** close to the event. As donations are made, frills can be added.

Communities seem pleased to participate and even though much is donated, there will still be a need for cash. Try to purchase reusable decorating and activity items whenever possible to save time and money in future years even though doing so may cost a little more now.

The first step in determining how to obtain funds is to find out how much you actually need. Begin by putting together a budget. A budget is a **plan** for spending the money. Some activities and/or committees may not use any of their budgeted money since everything will be donated, while others will go over budget. And, that's OK as long as there is enough to pay the bills.

BUDGET

A preliminary, **estimated** budget should be prepared by the treasurer after consultation with the celebration chairperson and the major committee chairpersons, and approved by the steering committee. Be sure to include *each* activity and committee as a separate budget item. These estimated figures should be revised with the approval of the steering committee as often as appropriate—as plans progress and needs change. Donations and student sign-ups are constantly changing variables.

The **first** year's budget should be based on the following assumptions:

- **Nothing** will be donated. Some schools have these celebrations without any donations at all (using fundraisers or ticket sales), some use only donations, others use a combination.
- At least half the class will attend. With publicity from nearby existing celebrations, attendance will probably be greater than this.

- Many students, despite numerous incentives to commit before the celebration, will buy their ticket at the door. Keep in mind that **it is better to have the students decide to come at the last minute than to have them out on the street.**
- If possible, try to leave an amount for the start-up of next year's celebration.
- Put only essentials on the first draft of the budget. List "wish list" items separately and add them into the budget as money becomes available.

SAMPLE BUDGETS

BUDGET: 500 Students eligible.

Assume 350 (70%) will attend @ \$20.

Assume *nothing* will be donated.

INCOME	AMOUNT
Ticket Sales: 350 x \$20	\$7,000.00
TOTAL INCOME	<u>\$7,000.00</u>
EXPENSES	
Beauty Makeovers	75.00
Candid Photos	
Film	500.00
Sets	75.00
Costumes	50.00
Total Candid Photos	625.00
Carnival	
Games	200.00
Prizes	150.00
Caricaturist	200.00
Total Carnival	550.00
Games of Chance	
Equipment rental	500.00
Prizes	300.00
Play money	75.00
Total Games of Chance	875.00
Music: DJ	250.00
Recording Studio	1000.00
TOTAL ACTIVITIES	\$3,375.00
Prizes	
Door Prizes	500.00
Grand Prizes	1000.00
Party Favors	500.00
TOTAL PRIZES	2000.00
CLEAN UP	25.00
DECORATIONS	750.00
FOOD	450.00
POSTAGE	300.00

PRINTING	100.00
TOTAL EXPENSES	<u>\$7,000.00</u>
WISH LIST	
T-Shirts: 350 @ \$4	\$1,400.00
Carryover next year	1,000.00
Additional Prizes	1,000.00
Additional Activities	1,000.00
Misc.	

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BUDGET: 100 Students

Assume 75 will attend with free admission.

Assume nothing donated.

INCOME	AMOUNT
Grant	\$500.00
Fundraising	500.00
TOTAL INCOME	<u>\$1,000.00</u>

EXPENSES

Candid photo film	75.00
Carnival Games	50.00
Prizes	50.00
TOTAL CARNIVAL	100.00
Games of chance	
Purchase roulette wheel	10.00
Purchase roulette layout	10.00
Prizes	100.00
Play money	<u>10.00</u>
TOTAL GAMES OF CHANCE	130.00
MUSIC: Cassette tapes	<u>0.00</u>
TOTAL ACTIVITY EXPENSES	<u>\$305.00</u>
Prizes	
Door prizes	100.00
Grand prizes	<u>150.00</u>

TOTAL PRIZES	250.00
Clean Up	25.00
Decorations	120.00
Food	200.00
Postage	50.00
Printing	50.00
TOTAL EXPENSES	<u>\$1,000.00</u>

WISH LIST

T-Shirts: 75 @ \$4	\$300.00
Carryover next year	250.00
Additional prizes	500.00
Additional activities	500.00
Misc.	

ACTUAL BUDGET. Poquoson High School, Poquoson City Schools. 2nd year After-Prom Celebration.

PROPOSED BUDGET (based on Actual from previous year)

354 students eligible	
Estimate 75% attendance	
Balance on hand, June, previous year	\$458.12
Grant #1	500.00
Grant #2	500.00
Contributions thru dues	<u>441.00</u>
Beginning balance, Jan. 1994	\$1,899.12
Estimated community donations	<u>4,100.88</u>

ESTIMATED INCOME **\$6,000.00**

EXPENSES

Activities/door prizes/pictures	\$1,000.00
Casino store	2,000.00
Casino equipment	300.00
Decorations	500.00
Food	400.00
Publicity	350.00
T-shirts (partial sponsorship)	500.00
Printing	200.00
Clean up (custodians)	100.00
Donations (stamps)	100.00
Security	25.00
Command Central	25.00
Chairperson's discretionary fund	100.00
Misc. discretionary fund	400.00
TOTAL EXPENSES	<u>\$6,000.00</u>

FUNDING THE CELEBRATION

Some way must be found to pay the bills for the basic celebration. The major ways to obtain the necessary funds are ticket sales, grants, fundraisers and donations. Each school needs to determine its own method(s).

Depending upon your committee's philosophy, one or the other of the following may be helpful. Assume your class size is 600 with 50% realistically expected to attend.

(1) Plan the budget; set the ticket price based on the budget and number of students realistically expected to attend. Thus: budget is \$4500, half of class of 600 students is 300 so $\$4500 \div 300 = \15 per ticket. A ticket price in the \$10-20 range per student may be affordable and reasonable to a majority of parents. Since a major concert or

sporting event ticket would exceed \$15-\$25, this is a reasonable price to charge.

(2) Decide on the amount of money your students and parents are reasonably able to pay for a ticket and build the budget accordingly. Thus: \$15 is the maximum price your committee feels it can charge; half of class of 600 students is 300 so $\$15 \times 300 = \$4,500$ is the amount you can budget to spend.

TICKETS

Just as parents would not expect others to pay the bill if they held a party in their own home, parents should expect to pay (tickets) or donate funds to cover some of the cost of these celebrations. Ticket sales can help pay for the basic cost of the celebration and will give the committee an attendance estimate. Below are some of the ways Virginia high school celebration committees handle the ticket issue. Regardless of the decision, an attendance estimate must be made.

- Attendance at the celebration is free but students must make a reservation.
- Celebration is free if student signs up beforehand, but must pay \$10 to \$15 at door if no reservation was made.
- Tickets cost small amount (\$5-\$10) but money is refunded if student stays until a set time (usually 4 or 5 a.m.)
- Tickets cost less before celebration—usually \$10—and a higher amount at door—\$20—but, a student who stays until a set time, is refunded the higher amount (\$20). NOTE: Students who paid *before* the celebration get their money back *plus* \$10.
- Ticket price is set between \$1 and \$5; students may not bother to come if it is free.
- Ticket sales pay for the basic celebration—\$10 to \$25 each.

NOTE: Most after-prom celebrations charge less, if anything. Most graduation celebrations persuade the parents to give the celebration as a gift to their children and charge \$15-\$60.

Scholarships—if tickets are used

Because of increased privacy issues, it is probably not possible to obtain a list of students in need of financial assistance to attend the celebration. However, there is someone within the school administration who can identify these students, and make them aware of available assistance so that they may attend the celebration

with reduced or no cost. These students and/or their parents should receive all mailings the same as other students. Each school will need to determine its own method of handling this situation. Remember, this will cut down on the amount of money that will come in for tickets so be sure to take this into account when planning the budget.

GRANTS

Safe and Drug-Free Schools and Communities Act (SDFSCA). Federal dollars *may* be available in *your* school division. Check with *your* city or county school board office. These dollars carry a LOT of restrictions and may only be used for certain items or programs. The SDFSCA contact person for *your* school division should have the necessary information. Don't be surprised to find that all of the money allocated to your county or city is already earmarked.

In general, these federal dollars can NOT pay for:

- Entertainment
- Food
- T-shirts
- Prizes
- Activities

Federal dollars CAN pay for:

- Education (including expenses to attend an Operation Prom/Graduation workshop)
- Security for celebration
- Mailings to parents.

VIRGINIA OPERATION PROM/GRADUATION HONOR ROLL AWARDS

See chapter on Honor Roll Awards Program for information.

FUNDRAISERS

Due to the current economic situation and the number of schools holding these celebrations (and requesting donations from many of the same sources), you may wish to plan a fundraiser.

If your committee is sponsored by another group, such as the PTA, be sure to check with them **BEFORE** planning ANY fundraisers to be sure it doesn't conflict with other activities they have planned or with anything in their By-Laws. Remember that **licenses or permits are needed for some fundraisers** and will need to be in the name of the sponsoring group.

Everyone knows lots of ways to raise money and you're probably groaning at the thought of another fundraiser. Some suggestions:

- Sell an item.
- Auction off a piece of school (particularly in a renovation year)
- Raffle off prestigious parking space for a particular event
- "Friend of" campaign for families (Bronze/silver/gold)
- Hold a craft show, art auction, house tour, mock jail (pay to get out), dance, yard sale, teacher/student basketball/volleyball/baseball game, or car wash.

Remember that ALL money that goes through your account, as well as *items* and *services* that are donated, **MUST** be added together (*before* expenses!) to determine if an I.R.S. informational tax form must be filed. No tax must be paid, but the information **MUST** be provided.

IF YOU ARE SPONSORED BY YOUR PTA, BE SURE TO CHECK WITH THEM BEFORE PLANNING ANY FUNDRAISER.

FUNDRAISERS YOU MIGHT LIKE TO TRY

MEADOW MUFFIN CONTEST, Osbourn Park High School, *Prince William County*; Centreville High School, *Fairfax County*; Broad Run High School and Loudoun Valley High School, *Loudoun County*.

Profits reported by these schools after expenses of prizes, printing, and county raffle license ranged between \$8,000 and \$11,000. Deed(s) and rules follow. *Please be aware that not every school has had such great success.* One suburban school barely made \$500 after paying expenses. Rural schools report their communities are not nearly as excited about this activity as the city folk. You

may wish to consider using an animal other than a cow. Another community group with a similar contest used a horse, cow, goat, lamb, and pony to give five separate prizes. Other schools have reported using a rabbit or a guinea pig in an indoor contest.

Some school systems PROHIBIT animals of ANY kind on playing and practice fields. Check with principal AND school board office BEFORE planning this event on school property. Most counties have facilities where such an event *could* be held. Some farmers *rent* their fields as well as their cattle and some may *donate* their animal and space.

NOTE: This fundraiser is considered gambling and requires a RAFFLE license from your county government. Students may NOT participate in selling or buying deeds—adults MUST do the buying and selling. CHECK YOUR STATE RAFFLE RULES TO BE SURE YOU ARE IN COMPLIANCE.

The Attorney General of the Commonwealth of Virginia issued a ruling on this fundraiser. A summary of the 1987-1988 opinion follows. The original question asked by State Senator Virgil H. Goode, Jr., *Franklin County*, basically questioned the same rules as presented in the information below from Osbourn Park High School and referred to a "heifer" depositing a "cow pie" on a football field containing 5,000 numbered squares. If nothing else, this makes for interesting reading.

- "The use of a heifer, either to determine the winning ticket or the prize, clearly involves the elements of prize, chance and consideration and is not a "bingo" or an "instant bingo" game.
- If the heifer "chooses the winning numbered square," it "is not a 'raffle,' as ... defined." "This activity may not be conducted by an organization eligible to hold bingo games and raffles."
- If, however, "the heifer 'chooses' the *un*numbered square which will later mark the winning square after the winning ticket is drawn, in sequence, for placement on the winning square..." "This activity does constitute a 'raffle' and may be conducted by an organization eligible to hold bingo games and raffles."

- The opinion goes on to address the following points:
 - "You state no basis for the apparent administrative determination to choose a heifer rather than a bull, to be the donor of the 'prize marker'...express no opinion on whether a rational basis exists for this gender-based classification among bovines. A rational (indeed compelling) basis may exist, however, when the duty to be performed by the heifer is considered. (...requesting...hearings concerning whether women require more public restrooms than men).
 - "The term 'cow pie' does not appear in Black's Law Dictionary...For purposes of this Opinion, I assume you are referring to a 'cow chip' or a 'road apple.'
 - "For purposes of this Opinion, I assume the decision of the judges concerning the exact location of the 'prize marker' will be final. As you know, the composition and consistency of the marker are determined by a number of factors including, without limitation, the diet of the heifer, the time of day, the velocity of the wind, and the size of the audience in attendance.
 - "The heifer in question should not be schooled in the finer points of gridiron mayhem, a factor that may well introduce an element of skill in what appears, at first blush, to be a game of chance. Such training could manifest itself through a proclivity on the animal's part for proceeding headlong to the nearest end zone before attending to other matters, regardless of urgency.
 - "...I assume that, in the interest of safety and the fairness of providing a 'level playing field,' the heifer in her quest for a winning square, would not be required to hurdle over strings or surveyors' stakes delineating the marked spaces...It seems that marking the squares with lime would be more appropriate and more sanitary."

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DETAILS from Osbourn Park High School, Prince William County

- Explain all rules listed on deed: size of "muffin", contingency plan for rain, muffins on unsold land or on lines, "cowstipation" and "splatletts."
- Print 2,000 deeds good for 1 square yard of field for three hours on a particular Saturday.
- Measure and line field using soccer/football equipment: numbers down side, letters across bottom, each plot marked off as a square.
- Erect temporary fence around field to keep cow in and away from crowd so cow can move around at will.
- Make arrangements for cow transportation to and from school.
- Select three persons as judges and provide with tape measures to measure "muffin" size.

TIME NEEDED

Contest: Allow three hours. Their cow "performed" in 26 minutes but some have taken the entire three hours and NOT "performed."

Sales: Allow minimum of four weeks, preferably eight to ten weeks.

PRIZES

Owner of plot where 1st "muffin" dropped	\$2,000.00
Owner of plot where 2nd "muffin" dropped	\$1,000.00
Owner of plot where 3rd "muffin" dropped	\$ 500.00
Child of parents who sold winning plot	\$ 100.00
Child of parents who sold most plots\$	100.00
TOTAL PRIZES	<u>\$3,700.00</u>



SPONSORED BY THE OSBOURN PARK HIGH SCHOOL
GRADUATING CLASS OF '91 AND THE PTSA
Earning their way for an alcohol and drug free Graduation Party

DEED

Let it be known by all persons that
Sharon L. Murphy
or his duly qualified heirs or assigns, is the duly registered
owner of one square yard, more or less, of choice O.R.H.S.
pasture land, hereafter called a "muffin plot," for one day only
during The First Annual O.R.H.S. Meadow Muffin Megabucks.

Prizes
1st Muffin - \$2,000 / 2nd Muffin - \$1,000 / 3rd Muffin - \$500
Assayers: Assistant Principal Jack Parker, Coach Mike Pallo, and Teacher Dave Button

Meadow Muffin Deed Number

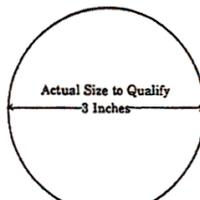
NOTICE
Please read the fine print on reverse side

N° 1210

Prizes awarded March 16, 1991
at Osbourn Park High School Property at
8901 Spaulding Avenue, Henric, VA
Resal fee will be served.

FIRST ANNUAL O.R.H.S. MEADOW MUFFIN MEGABUCKS

- There will be only one winner for each prize. Prizes will not be split. No one DEED will win more than one prize. First muffin gets first prize, second muffin gets second prize, and third muffin gets third. If the muffin lands on a line, or more than one line, the matter in each plot will be counted as separate muffins. (See Rule #2).
- In the event that a muffin lands on a line, or on more than one line, the assayers will measure the amount of material deposited in each plot and will award first prize to the plot with the most material, then second and third prize, if any, to the plot with the next largest muffin. For this purpose, the area covered by the muffin will be the sole criteria, not the volume or weight of the material. In the event that the second muffin lands on a line, or on more than one line, prizes will be awarded on the same basis, but there shall be no more than three prizes. Decisions of the assayers shall be final and unappealable.
- The cow (or heifer, calf, bull) will be turned onto the pasture at 8:00 AM EST and the sale of DEEDS will be terminated at that time. The cow will be removed at 11:00 AM EST, or sooner, if there are three winners, or if there are three muffins on unsold land before that time.
- If one or more of the three winning plots is a plot which is unsold, or if the cow is cow-stipated, there will be a drawing of all the DEEDS sold at 11:05 AM EST. First prize will be drawn first, unless already won, then second, then third. No one DEED can win more than one prize.
- In order to qualify as a muffin, the deposit must be greater than the size of the spatulette shown below.
- Donations are \$10 for each DEED. Land owners need not be present to win. Limited to 2,000 Deeds.
- No Rain date (See Rule #4).



Anything smaller will be ruled a spatulette and not a muffin, at the sole discretion of the assayers.



NEWSPAPER COVERAGE: *Potomac News*, Lifestyles Section, 3/21/91: CASHING IN THE CHIPS by Alexandra B. Stoddard of Potomac News

It was what Mom used to call "good clean fun," except it was a little smelly.

On a crisp and sunny Saturday morning parents, students, faculty, administrators, friends and a cow gathered at Osbourn Park High School for the first annual "Meadow Muffin Contest" to raise funds for the seniors' drug and alcohol free graduation celebration on June 14.

While the contest had nothing to do with making muffins, it did involve staring at a cow while she ate and went to the bathroom..

The lot was divided into 1300 plots at \$10 a pop. The owners of the plots covered in the first three plops won \$2,000, \$1,000 and \$500 respectively. You get the picture.

The cow, driven from Warrenton, was donated by the 4-H Club of Fauquier County for three hours of grazing and "doing his thing."

As the crowd increased with deeds, donuts and coffee in hand, there was some speculation about whether or not the cow would actually go to the bathroom by 11 a.m.

The official backup plan if the cow did nothing was to have a drawing of deed numbers in the gym. . . At first drop it was announced that plot number O-34 was the first place winner. This drew moans from the crowd and one woman screamed, "You pooped in the wrong place!"

In fact, the cow ended up going in all of the wrong places if you ask the people who were there because none of the winners were present. This bovine sure was a beauty however for three winners in Clinton, MD, Vidor, TX, and Woodbridge, VA.

Witnesses may have wondered whether the event was fixed. Not only did the cow relieve herself over three plots with absentee owners but she did so in only 26 minutes.

Someone must have told her that she was only expected to make three muffins because after the third she ran through the fence, causing a stir before being caught and put back in the truck.

While the winners slept in, unaware of their good fortune, others found themselves standing out in a field with the contest over at 9:00 a.m. Arlene Cundiff, a representative from the Virginia Dept. of Education, said, "When you've got a good idea I think you should share it. We have laughed and we have had more fun than anything in the world." Tell *that* to the cow.

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DEALS ON DEEDS. **Broad Run High School, Loudoun County.**

Broad Run offered an Early Bird Special. Their Meadow Muffin Contest was to be May 17; deeds cost \$10 each. For deeds purchased by January 31, the price was \$8 each, or if customers purchased two, they were given the third for free.

Broad Run High School also placed a quarter page ad in the local newspapers which ran both the second and third weeks before the contest.

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BAKED GOODS AT PIZZA HUT, Kempsville High School, *Virginia Beach City*.

Because Pizza Hut didn't serve any desserts, Kempsville High School parents were allowed to sell "goodies" on Tuesday nights for their "Children's Special." Parents and kids watched for the Kempsville group every week. Kempsville stated, "We always told them why we were there selling and they always bought more."

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ART AUCTION, North Stafford High School, *Stafford County*.

An auction catalog was printed giving information about the auction: rules or the pieces to be auctioned. It also included information about the school, PTSO, and the celebration goals. All patrons were listed. A professional auction company was used. Several collectors pieces, priced at \$480 and up were sold. Eighty-four of

the 130 art pieces displayed were sold. The NSHS chamber orchestra performed at the event...

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CHRISTMAS TREE SALE. Spotsylvania High School, *Spotsylvania County*.

INFO FROM POSTER:

- Limited number of trees. BUY EARLY!
- All trees \$20.00 (\$35 market value)
- A-1 Premium Scotch Pines, 5½ to 8 feet
- Pre-Sale ticket holders get 1st choice
- Dec. 2-4: ticket holders only; Dec. 5-10: general public
- Satisfaction Money Back Guarantee
- Proceeds to PTSA Alcohol/Drug-Free Activities
- Flocked trees available

INFO FOR TREE LOT WORKERS:

- Be prompt for your shift.
- Wear warm clothes, hat and gloves. Bring leather gloves if you have them. NOTE: Scotch pine is heavy and the needles are sharp.
- Notify 24 hours in advance if you are unable to work, so we can get a replacement.
- Students—You need to have your own transportation to and from the lot and your permission slip signed. Bring it with you.

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GROCERY STORE COUPONS as well as other store coupons. Many school groups (All-Night Celebration, Athletic Boosters, Band Boosters or PTA) pool their efforts and share in the profits.

Many grocery stores and retail chains are willing to sell discounted coupons for use in any of their stores. They do it because they are guaranteed the coupons will be spent in their stores as the coupons are not good anywhere else. It works like this:

- School collects money from parents and other community members to purchase a large block of coupons. NOTE: This is usually done on a very short-term basis. Collect all checks over weekend, pay for coupons on Monday, pick-up coupons on Wednesday, distribute coupons to purchasers on Thursday. Once school has some profit, they can begin to purchase some

coupons "up-front" without having to wait to obtain purchasers money.

- Store sells coupons to non-profit organization at a discount. i.e., Committee collects \$5,000 from purchasers, pays \$4800 for coupons and receives \$5,000 worth of coupons. Profit is kept by committee.
- This is usually an ongoing project throughout the school year.

Grocery Coupon Explanation to Parents in Newsletter. Broad Run High School, *Loudoun County*.

“WHAT A DEAL!!! Grocery Certificate Program Helps PROJECT GRADUATION earn thousands

At absolutely *NO COST* to you, and *NO EFFORT* on your part, you can do something astonishing for Project Graduation. Obtain

Grocery Certificates, good at Food Lion, Giant, Safeway, and Shoppers. Here are some basic facts about the program:

- Grocery Certificates are gift certificates from Food Lion, Giant, Safeway, and Shoppers. Project Graduation obtains Grocery Certificates at a 4% discount and sells them at face value. You use Grocery Certificates like cash.
- Your cost for Grocery Certificates is ZERO Dollars. You shop at these stores anyway. Just don't use your cash; Puhhhhh — lease use our Grocery Certificates instead.
- Grocery Certificates come in \$25 denominations. They are good for all locations of the store purchased. You'll receive change if you spend less than face value.
- Very Important Facts: Order as much or as little as you want. Order every week, once a month, whatever you want. Order Giant one week, Safeway another, whatever you want. We deliver to you. Pay when you receive certificates.
- Hundreds of parents tell us that this is a great idea. Only a couple dozen participate in the program, however. Don't procrastinate. We're losing \$\$\$\$ each week this continues.
- Look at the math. Many of you purchase at least \$100 at one of these stores each week. Assume 100 of these families used our

Grocery Certificates. Every ten weeks Project Graduation would make \$4,000 in clear profit!!!

- Certificates will be delivered to your home on Wednesday or Thursday evening. Payment due when you receive your certificates. WHAT COULD BE EASIER?
- To participate, call (name) at (phone) for orders or more information.

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MOTORCYCLE RUN. Magna Vista High School, *Henry County*. A local motorcycle club held a “Motorcycle Run” that netted \$800. Each participant posted a \$5 fee to make the run.

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PARENT AREA PROM. Governor’s School, *private Richmond school*. A committee organizes this event to let parents “relive” the “good ole days.” They hire a DJ, set up a small casino area, and serve light refreshments and purposely keep the decorations simple.

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PHONE-A-THON. Chesterfield County High Schools. Some of the schools use parents while others use senior students to phone parents of students requesting support and donations for the all-night celebration. Some of the schools call all four grade levels (9-12) while others call only grades 10-12. A three-piece NCR form is used with a window envelope to list the pledge, have a “bookkeeping” copy and a tax receipt for the parent donor.

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PHANTOM BALL. Promotions are done and tickets are sold to a ball, which doesn't take place. Instead parents buy tickets “to NOT get dressed up and NOT go out.” This has proven to be quite successful for several schools.

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VARIETY SHOW. First Colonial High School,

Hold a variety/talent/battle of the bands or a “Mr. _____ (school mascot or school name) contest. These shows are very popular with the students so be sure to set up a concession area to sell snacks.

PRE FOOTBALL GAME ACTIVITIES.

Northside High School, Roanoke County. Sponsor pre-game activities such as an inflatable party, disc jockey or a pre-game dinner. A area sponsor such as a realtor, insurance sales person, car dealership or restaurant maybe willing to help fund these so that 100% of the profits go into your account.

OTHER SUCCESSFUL FUNDRAISING IDEAS:

- **Boo-Bags (sold at Halloween)**
- **School Dances**
- **Grad-Bear Fundraiser**
- **Matchmaker.com (compatibility survey)**
- **Yard Sale**
- **Donut/Pastry Sale**
- **5K Run/Walk**
- **Car Crash Booth**
- **Bunco Night**
- **Silent Auction**
- **Mulch Sale**
- **Magnet Sales**
- **NASCAR Raffle**

DONATIONS

Many parents, community businesses and organizations are happy to be part of these celebrations and will gladly give a donation.

The LAW *requires* that donations be acknowledged. The *Virginia Solicitation Code* *requires* all donations of \$5.00 or more to be acknowledged. The *I.R.S.* requires all donations of \$250.00 or more to be acknowledged with a receipt or letter stating the **name and address of the donor** and the **amount of the donation**. This includes ALL cash, services, *or* items that are donated.

Solicitations can be handled in many ways.

- Have parents do the soliciting.

- Use students to solicit.
- Given one person or committee the responsibility of soliciting for all celebration needs.
- Ask each committee to solicit for its own needs.
- Designate one person per committee to serve on the donations committee in order to better coordinate the soliciting.
- Overlapping or **duplicate soliciting must be avoided** through coordination with the donations chairperson.

Letters may be sent to businesses, civic organizations, school clubs, school booster groups, the religious community, chambers of commerce, professionals (doctors, lawyers, dentists, architects or realtors) and other community groups, asking for their support. It is important to ALWAYS restate the purpose of the celebration even though there may have been much publicity in the area or this is not a first year celebration.

Be tactful, thoughtful, and polite when approaching businesses. Remember, **businesses do not OWE the celebration, the schools, the students, or the parents anything.** Be very careful to ask politely and not demand or threaten in *any* way. Some businesses will give freely with no questions asked. Other businesses need to be approached on a "what's in it for them" basis (publicity; celebration planners may help the business obtain a contact—not contract—with the school or school system; the celebration may buy one for every one or two the business donates). Don't overlook the *loan* or discount of items as useful donations.

It is important that private schools, magnet schools, and those who share boundaries be selective in who they solicit. Be careful to ask **only** those businesses that are patronized by students or parents from **your** school. Many community businesses, particularly smaller ones, want to give only to the local community school and do not wish—or may not be able—to support any other school.

REMEMBER, this is NOT a competition with other schools to see who can collect the most.

If several celebrations are to be held at schools in the same *general* area, it may be advantageous to form an area, county, or regional committee. In this way, the larger businesses may be better able to help each school in a more uniform manner and will also not be overwhelmed with solicitations from a large number of schools.

Most businesses probably will be willing to provide some sort of help—financial, specific prize, food, paper products, decorations or equipment. A letter explaining the concept of the celebration and its objective followed by a personal visit or phone call will probably net more than can be used in one evening. Some businesses or organizations will ask for suggestions, others will offer to pay for specific items (breakfast, DJ, grand prize or specific activity), some will offer discounts or the loan of equipment, others will make a cash donation with no stipulations. All of these are wonderful contributions that reduce the cost of the celebration.

NOTE: Many schools and communities have opted not to accept donations from companies or organizations representing alcohol or tobacco products as they feel this sends a mixed message to the students. Your committee should discuss this issue and make a decision about accepting donations from these sources **BEFORE** any committee solicits an organization connected to alcohol or tobacco.

When soliciting donations, look for teen-oriented items or items that can be used at the celebration. It is a rare business that has nothing to offer. For instance:

- Cleaners: dry-cleaning certificates or furnish hangers for the coatroom
- Hardware stores: masking or double-sided tape for the decorating committee's use or door prizes such as small tool kits or car care kits.
- Florists: donate centerpiece—use as decoration then give as door prize; *loan* items for decorating —vases, trellis, potted plants—return them in the same condition you received them or offer to pay for them.
- Cash, of course, is always an option.

- Don't overlook printing or duplication of materials.
- Salvageable and/or unused items can always be stored for use the following year.

PROM/GRAD: Schools holding **BOTH** of these celebrations need to be particularly careful **not** to solicit the same businesses.

- Keep in mind that there is a finite amount to be donated by each business and that amount must be split among all groups that solicit them.
- Ask for no more than can *reasonably* be used. Don't be afraid to respectfully decline an unusable or inappropriate donation.
- Keep in mind also that many businesses do not distinguish between different events at a school. They hear the name of the school and assume they have already given—even though the group that may have contacted them was the yearbook staff, the athletic boosters or the band.
- Prom and graduation to many of them is one and the same thing so if both celebrations are being held, it becomes even more complicated. *Try to work together.*

If after the first year, the food committee finds it had more than was needed of a particular kind of food, don't be afraid to take a smaller amount the following year. Businesses appreciate thriftiness with their donations.

REGIONAL GROUPS: If a regional group has been formed which includes **your** school, it is **imperative** that their solicitation guidelines be followed. **Do NOT solicit any business that is on the regional solicitation list.** Failure to comply jeopardizes the entire process as businesses cannot understand why an individual school has contacted them after being told that only one regional letter would be sent. In many cases, they wish to withdraw their support from the program; now no one gets a donation.

POSSIBLE DONORS

- *Parents* – those unable to work in some capacity may wish to donate specific items; others will offer money. Be sure to offer a place on the parents letter or sign up form for them to make a donation.

- *School booster groups and clubs* — both student and parent groups
 - *Civic organizations* (Optimists, Rotary, Lions or Kiwanis)
 - *Religious community* (churches, synagogues, organizations within each) — may give money, food, workers, activity equipment
 - *Chamber of Commerce members*
 - *Local businesses who are not Chamber members* (many small businesses are not members)
 - *Theaters* -- tickets, posters, popcorn, facility
 - *Airlines in area* — especially if using airport theme — flight bags, cards, paper products, pre-packaged snack items, door prizes
 - *Substance abuse support groups* (MADD, SADD or VASAP) — door prizes, publicity or T-shirts
 - *Safe and Drug-Free Schools and Communities Act (SDFSCA)* — money towards specific projects (may require some ingenuity in how to spend it or in placing a drug-free slogan on the item); money for parents to attend training workshops
 - *Hotels, motels* — ice sculptures, party food, door prizes (dinner, lunch)
 - *Local caterers* — party food, food planning help, loan of serving pieces
 - *Professionals* (doctors, dentists, orthodontists, architects, lawyers)
 - *Printing and copying businesses*
 - *Real estate companies and individual agents* — company may be willing to match amount collected by individual agents
 - *Grocery stores* — discount or party food, plastic bags for storage, door prizes (gourmet or fruit basket)
 - *Gas stations* — door prize (\$'s worth of gas), state inspection
 - *Restaurants* — food to be served at celebration or gift certificates as door prizes
 - *Pizza parlors* — party food or door prize (pizza coupons)
 - *Flower shops* — centerpieces to be used both as decorations and door prizes, loan of decorating items and equipment
 - *Local newspapers* — publicity both before and after the celebration; ask for a thank-you ad following the celebration where every donation can be acknowledged.
 - *Area newspapers, TV stations, radio stations* — publicity before and after celebration.
 - *Hospitals, emergency facilities* — sponsorship of activities, door prizes (first-aid kits)
 - *Hospital volunteer groups* — door prizes from gift shops
 - *Congressional representatives* — endorsement, letter of support, publicity, door prizes (flag that flew over U.S. Capitol)
 - *Local government representatives* — letter of support, publicity
 - *Health clubs* -- X number of free visits as door prize, towels for use in pool area
 - *Fast food restaurants* -- ice, cups, napkins, plastic silverware, plates, food coupons for game prizes. NOTE: If corporate offices are contacted, do NOT contact the individual stores.
 - *School photographer* -- individual student pictures for entry tickets, I.D., or other activity
 - *Business promotional giveaways* -- great for game prizes or end of evening party favors
 - *Car dealer*
 - *College fraternities and sororities*—many are looking for community service activities
 - *College church youth groups*
- For schools in small rural areas that still feel they have no community resources even after reading the above list, it may be necessary to be a little more creative. All communities use services **regardless** of their size. The following are suggestions for places **to start**:
- *Soft drink bottler* who fills local soda machines at corner gas station or in school
 - *Restaurants and fast food chains* in nearby towns that are patronized by local community
 - *Churches/synagogues* attended by local community
 - *Funeral home* patronized by local community
 - *Hospital* patronized by local community
 - *Theme parks in state* (i.e., King's Dominion, Busch Gardens, Water Country U.S.A.)
 - *Large manufacturers in state*
 - *Insurance companies* serving area—many are national supporters of these celebrations. Contact local agent for help in reaching district or regional office.

- *Stores* where students buy clothes or records
- *Civic, social, and fraternal organizations*
- *VASAP* (Virginia Alcohol Safety Action Program) (see General Information)
- *CADRE* (Commonwealth Alliance for Drug Rehabilitation and Education) — check with school superintendent's office for local CADRE committee.
- *Safe and Drug-Free Schools and Communities Act (SDFSCA)* — check with local school superintendent's office for person to contact.

Be creative! The support is there; it may just take a little more effort to find it.

WRITING THE ACTUAL LETTER

Keep the letter brief but be sure to include:

- The purpose of the celebration
- The purpose of the letter (be as specific as possible about the needs)
- Give a general overview of the celebration—not a detailed report
- Neatness, grammar, and legibility all count!
- Be sure to include the name and phone number of someone to call who can answer questions.

For a better response:

- Personalize letters (rather than a copy to "Dear Businessman" or "Dear Friends")
- Enclose a self-addressed envelope (with or without a stamp)

When asking parents for a donation or to purchase a ticket, many schools report that parents give more when asked to "make a donation" with *no* amount suggested rather than to be asked to purchase a ticket for a set amount.

SOME ADVICE FROM A PRO:

MALCOLM S. FORBES ON HOW TO WRITE A BUSINESS LETTER (Forbes, Malcolm S., "How to Write a Business Letter," International Paper Company ad, *Popular Science Magazine*, Nov. 1986, pp. 106-107.)

- Know what you want
- Plunge right in
 - Call him/her by name (not Dear Sir or Madam) and **spell it right**
 - Tell what your letter is about in the first paragraph
- Write so s/he'll enjoy it

- Write the entire letter from his/her point of view (what's in it for him/her?)
- Be positive (s/he'll be more receptive)
- Be nice (nice guys often finish first)
- Be natural—write the way you talk (imagine sitting across from him/her, talking)
- Don't be cute or flippant (the reader won't take you seriously)
- Have a sense of humor (it's refreshing)
- Be specific
- Lean heavier on nouns and verbs, lighter on adjectives; use active voice instead of passive
- Give it the best you've got
 - Make your letter look appealing (typed, neat, paragraphing, 8 ½ x 11" paper)
 - Keep your letter short (one page, if possible)
 - Emphasize major points with underlines or indentations of whole paragraphs
 - Make it perfect (no typos, misspellings, factual errors)
 - Be crystal clear about what you want
 - Use good English
 - Distinguish opinions from facts
 - Edit ruthlessly (the more words you use, the less each one is worth)
- Sum it up and get out (the last paragraph should tell the reader exactly what you want him to do—or what you're going to do)
- Close with something simple (like Sincerely)
- Sign legibly
- **DON'T FORGET TO SAY "THANK YOU!"**

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THANK YOU NOTES AND ACKNOWLEDGMENT OF DONATIONS

It is important that each donor feels that the items donated were useful, valuable, and appreciate. Be sure the funding committee or donations sub-committee follows through with thank you notes/letters and/or acknowledgment cards. **Major** donors should receive a *personal* note, certificate, or special recognition. Thank you samples are included at the end of this chapter. Businesses and organizations **DO** keep track of who thanks them and they **DO** appreciate

hand-written notes. **A pre-printed card with an address label on the envelope just doesn't cut it.** Think how *you* would feel if you got that kind of thank you note for a wedding gift you sent.

Parents who work at the event should not expect a written thank you note. They are volunteers the same as the steering committee and a general thank you in a newsletter or Letter to the Editor is sufficient.

THANK YOU ADS

One of the many reasons that businesses donate to the celebration is for the publicity they will receive. If possible, arrange for an ad to run in the local newspaper(s) shortly after the celebration that will list *every* company and organization that donated. If it is impossible to obtain a free ad and the budget will not stretch to purchase one, the chairperson should include the name of every donor in a letter to the editor of the local paper.

Ads can be purchased in your high school's football or basketball programs. You usually are asked to pay one fee (depending on size of ad) and the ad runs in *every* program. A great way to get your donor's names in print a lot of times!

SAMPLE NEWSPAPER AD. Gloucester High School, Gloucester City Schools. A half-page ad was placed in the local newspaper. It included a picture of their grand prize winner, the celebration logo, and a list of ALL of their donors.

The ad copy read: "We are grateful to a concerned and caring community that enabled a committee of parents to hold a terrific after prom celebration for Gloucester High School students. It was a great success. This event was a safe drug and alcohol free celebration for Gloucester High School students." The caption on the picture read: "After prom celebration — At 5 a.m. it was announced that John Robinson had won the Ford Escort from Bowditch Ford."

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LETTER TO THE EDITOR

A letter to the editor of the local newspaper by the celebration chairperson is an excellent way to thank the community for its support as well as

obtain a little free publicity for the project, which may help next year's committee.

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IDEAS THAT HAVE WORKED FOR OTHER VIRGINIA SCHOOLS

PACKET FOR VOLUNTEER SOLICITORS.

Gloucester High School, Gloucester County, has put together a solicitation packet for their donations committee. It includes the following items:

- Tips for Solicitors
- Thank-you format
- Blank thank you notes and envelopes
- Index cards with businesses and organizations to be solicited
- Contribution Tabulation Sheet

TIPS FOR AFTER PROM CELEBRATION SOLICITORS.

Thank you for volunteering to help with this important aspect of the After Prom Celebration! You are soliciting for an extremely attractive and popular project. People will want to participate. You will be giving them that opportunity.

We need donations of gifts with teen-appeal. Where such gifts are not available, ask for cash contributions to offset celebration expenses or to purchase gifts.

We need early gifts to stimulate ticket sales. Gift certificates for beauty parlor/hair dressers, florists, tux rentals, dinner for two are excellent for incentive prizes before the celebration. (It would be fun to get a limo-to-the-prom donation!)

We also can use multiple small prizes that could be given to everyone. These could include pencils, pens or key chains. We anticipate 400 to 500 attending.

But **most important** of all is the desire to present a **quality gift** to every student attending the After Prom Celebration. In this category we'd like to have DVDs, small (or large) TVs, word processors, stereos, telephones, little refrigerators or jewelry.

Don't underestimate what a potential contributor will give. SET YOUR SIGHTS HIGH!

KEEP ADEQUATE AND ACCURATE RECORDS. Record each contribution on an index card (in your folder). Note the actual value of each gift. (If the actual value is not given, please note an estimate.) Record the amount of any cash or check.

We **MUST** avoid duplication of calls. There is nothing worse for a project than to have the business community get requests from multiple solicitors. Call on only those whose cards you are given. If you have other prospects, and we hope you will, check with _____ or _____ *before* you solicit.

Thank you notes should be written promptly. Also get the participant yellow mini-poster in the window as quickly as possible. This will do several things: Make everyone else want to get involved; keep participants from being asked more than once; allow our committee and others in the community to say thank you.

Checks can be mailed to After Prom Celebration, (address). The following individuals will be happy to answer questions you may have: (list names and phone numbers). All solicitation should be finished by April 1, and packets returned to _____, _____, or _____ by that date.

This will be a successful project because you're involved. Good luck and thanks so much!

THANK YOU NOTE FORMAT

Please use this format to write and mail a thank you note as soon as a gift is received. Enclosed are thank you notes and envelopes. Thank you for donating stamps. We are very grateful to each business or person who contributes to the After-prom celebration and a prompt handwritten thank you note will underline our appreciation. Thank you again for all of your time and effort in support of our Gloucester High School students. Suggested thank you note format:

Dear _____,

Thank you for your generous contribution of _____ to Beach Bound, Gloucester High School's annual After Prom Celebration.

When we see our young people celebrating this festive and happy occasion in a safe drug and alcohol free environment, we will remember your interest and concern. Your gift shows that the community cares.

Thank you for helping us give our students a memorable prom night.

Sincerely,

(Your name), After Prom Celebration Committee
(Year)

Gloucester High School

CONTRIBUTOR TABULATION SHEET

Mark off columns on a sheet of paper and use the following headings so solicitors may record information about contributors:

- Date solicited
- Name of business/person
- Address, Phone No.
- Cash donation
- Prize Donation. Note date if later pick up is required.
- Cash value of prize
- Thank you note sent/date

SAMPLE SOLICITATION LETTERS

Oakton High School, Fairfax County.

Dear _____

Remember when you were young enough to party all night? Wasn't it fun?! We are inviting you to give that kind of special memory to the Oakton High School Class of '(yr.)—The All Night Graduation Celebration.

Plans are now underway for this blockbuster event, an unforgettable gift from you—parents and the community—to the Class of '____. The idea is to host an alcohol/drug-free, seniors-only graduation celebration at the school that could rate as the celebration of a lifetime! Imagine a party with a super band, Velcro jumping, human bowling, casino, carnival games, candid photos, the graduation video, 'round the clock door prizes—including \$1,000 at dawn, all-you-can-eat food and drinks, and even breakfast!

The cost of the celebration is steep but together we can do it! Some suggestions are listed below, and all donations are tax deductible. Even though graduation is months away, we need your commitment right away so that we can get the ball rolling.

On behalf of the students of the Graduating Class, thank you! And don't wait up on the night of June (date)—we're gonna be late!!

Sincerely,

_____, Chairman, _____, Steering Committee

Colonial Heights High School, Colonial Heights City Schools. Letter sent to businesses, community professionals, civic and community organizations.

Dear Distinguished Friends:

Since 1989, the Colonial Heights High School senior class parents have organized an After-Prom Celebration. The intent of this activity is to provide an alcohol-free and drug-free all night fellowship for our graduating seniors.

Educators, students, community leaders, and parents of our young adults are again working countless hours to provide a memorable and entertaining evening of alcohol-free and drug-free fun. This special event sends a clear message to every student that we care about their safety.

In previous years your generosity has provided valuable prizes, contests, games, and food for all seniors present. Your continued support of this worthwhile tradition may continue to be shared with our children, your child, or perhaps the child of someone close to you.

The senior class parents have pledged to raise a portion of the monies necessary to fund this exciting evening. The Colonial Heights City Council and the Colonial Heights School Board are unanimously in support of the After-Prom Celebration, and they commend you for your contribution. Most of all, the graduating seniors and their parents are grateful to you for making possible this safe night to remember.

Please use the enclosed form along with the self-addressed envelope to offer your contribution. Your donation is tax deductible. We would like to thank you in advance for your continued support in "Celebrating Life."

Sincerely,

□ □ □ □ □

SAMPLE ACKNOWLEDGMENTS AND THANK YOU NOTES

Glenvar High School, Roanoke County.

Dear _____:

Thank you for your contribution to Glenvar High School's Sixth After-Prom Celebration.

This celebration served as a community statement to our youth to have a wonderful time without drugs and alcohol. The celebration was a huge success and would not have been possible without the contributions and support of the community. Knowing they have the support and backing of their community leaders makes a difference for our students.

We appreciate your interest and concern for the safety of the students at Glenvar during this special time in their high school year.

We have enclosed a certificate of thanks that we would like for you to proudly display to show to our community that you took part in making Glenvar High School's After-Prom happen!

Sincerely,

□ □ □ □ □

Fauquier High School, Fauquier County

Dear _____

On behalf of the After Prom Celebration/Celebrate Life Planning Committee, I would like to thank you for your generous donation of _____.

The generosity of the parents, local businesses, civic organizations and citizens in the community made it possible for us to plan a special evening for the juniors and seniors of Fauquier County. This year's celebration theme is "Fauquier High Seas," and each year we have had an increase in attendees. In fact, more than 450 students participated in last year's celebration, a new record!

We feel the students will look back on this celebration as a very special night to remember, with the experience of having a great time without the use of alcohol or other drugs. This is our main objective. Without the generous support of the community, this couldn't happen.

Again, thank you for your generous donation. We hope we can count on your continued generosity in years to come.

Sincerely,

□ □ □ □ □

Madison County High School, Madison County.
Certificate.



Northern Virginia Project Graduation (NVPG),
Arlington, Fairfax, Loudoun, and Prince William
Counties, Alexandria and Falls Church City

These schools each send one student whose name was drawn during breakfast at their celebration to the Regional Grand Prize Drawing. Each school's winner will receive one prize worth at least \$500, or the grand prize of a new car.

Each of these graduates is *required* to turn in a handwritten thank you note before receiving their actual prize. Once their name has been drawn and they know what they have won, they receive a pen, a pre-addressed stamped envelope with a blank "Thank You" note inside, and a card detailing to whom the note is to be written and the item for which they are to thank the company. In case students have trouble composing a note, they receive an "idea" sheet such as:

"Thank you for the _____ that I won at the Project Graduation Grand Prize Drawing. I know it will be useful as I go off to _____ College in the Fall. I graduated from _____ High School. Thank you for supporting the graduation celebrations. Thanks again!"

"Thanks to your company's generosity, I won a grand prize for attending my school's all night grad celebration. It was a fun night I will always remember! Thanks for helping to make it possible for the Class of '(yr.) to have a wonderful, safe celebration."

□ □ □ □ □

PRINTED THANK YOU NOTE FOR STUDENT WINNERS TO FILL IN BEFORE RECEIVING PRIZE.

Madison High School, Madison County.

Dear _____

Thank you for the _____

which I received as a prize at the alcohol and drug free After Prom Party in Madison on _____



I appreciate your help with this alternative party for all of us. My parents don't worry about me being at this All Night Party!

Thank you again,

____ **ALL NIGHT CELEBRATIONS**
MADISON, VIRGINIA

T.C. WILLIAMS High School, *City of Alexandria*. Letter sent for donation received through the regional group to which they belong. NOTE: Committees from ALL schools belonging to regional groups should send thank you notes to ALL donors *regardless* of whether their school *directly* benefitted from the donation.

Dear _____:

Thank you for your donation of _____ to the 20____ All Night Drug-Free and Alcohol-Free Graduation Celebrations held in June throughout the Northern Virginia region. The parents and volunteers who worked throughout the year to plan these celebrations for the classes of 20____ owe a tremendous debt of thanks to you. Your generosity made these celebrations an unqualified success.

This was our _____ year for the event and once again, thanks to ours as well as the other regional celebrations, there were no substance abuse related accidents in Northern Virginia during this graduation season. We ask for your continued support in the future so that we may provide our graduating seniors a safe and fun way to celebrate this milestone in their lives.

Thank you again for your generous donation. You really do make a difference.

Sincerely,

SUGGESTED FUNDING COMMITTEE CHRONOLOGY

This chronology includes **only** those items that pertain to the FUNDING committee.

As Early As Possible

- Decide how funds will be raised: tickets, grants, fundraisers, donations. Determine the amount you wish to target from each of these areas and begin to collect the necessary materials, information, and licenses for each. Divide the various areas into sub-committees and begin making plans to obtain the funds.
- If tickets are to be sold, meet with the ticket committee to determine the number of tickets that are targeted to meet the goal. Let the ticket committee proceed to design and sell the tickets.
- Check with treasurer to be sure the committee has an exemption from the Virginia Solicitation of Contributions Law license. See Section on Licenses, taxes. This must be obtained **30 days BEFORE ANY** donations are solicited.
- If one or more fundraisers will be used, be sure to obtain approval from the school administration and your celebration's sponsor (if any) *before* making any firm plans.
- Determine exactly what kinds of donations this committee is seeking. Will other committees look for their own donations (food, decorations or activities,) or will everything be solicited through donations?
- Set up some guidelines so no business or organization is solicited by more than one committee or person.
- If donations will do all of the soliciting, request list of needed items from all other committees.
- Begin to formulate list of businesses and organizations that will be sent letters asking for support. Be sure to obtain the name of the person to be contacted along with the address and phone number.
- Request and press for free publicity in the local newspaper as its contribution to the celebration and to thank all contributors.
- Assign someone the task of keeping track of EVERY donation received. Keep name, address, and phone number of donor, item

donated, value, and date of donation. Also keep track of the distribution of the donations so it can be determined *how* the donation was used. If used as a prize, to whom it was given. If item given as prize has value of \$600 or more, an I.R.S. Form 1099 MUST be issued to winner *and* to I.R.S.

About Six Months Before Celebration

- Send a letter to local businesses, civic organizations, and community groups asking for their support and a donation, giving celebration details and a list of specific items needed. Follow up with a personal visit or phone call.
- Determine how donations will be acknowledged. Have acknowledgment item printed (e.g., poster, card, thank-you note or thank-you letter)
- Be sure any grant applications have been sent to the proper authorities.
- If a fundraiser is to be held and plans have not been formulated, begin to do so immediately.

About Three Months Before Celebration

- Send a letter to professionals in community asking for support, door prizes, and/or cash contributions.
- Make personal or phone contact with all businesses in area that have not responded to earlier letter.
- Begin picking up donations from businesses, organizations, and individuals. Be sure all items are recorded by person keeping donations records.
- Send acknowledgments for any donations received to date. Be sure acknowledgments meet requirements of I.R.S. or state law.
- Keep other committee chairpersons up-to-date concerning expected donations that can be used by various committees.
- Check with prize committee to determine number of door and grand prizes needed and what would be most useful.
- Check on status of any grants for which applications were made.
- If tickets are to be sold, determine that ticket committee is proceeding as planned.
- Continue with any fundraising plans.

About Two Months Before Celebration

- Continue early collection of donations when appropriate.
- Continue to record all donations.
- Continue to send proper acknowledgments for items received to date.

About One Month Before Celebration

- Continue early collection of donations when appropriate.
- Coordinate door prize donations with prize committee; determine number of door prizes still needed and how they will be obtained—try for donation or have prize committee purchase them.
- Contact local newspapers regarding thank you ad deadlines, format, and proofing. Reconfirm that ad will run in edition immediately following celebration—as their donation to the celebration.
- Compile list of ALL donors—including names, addresses, donation, value, and date of donation— for any general celebration thank you to be sent, for use by newspapers, celebration publicity, general information, celebration chairperson, treasurer's records.
- Meet with prize committee to coordinate recording the names of winners of items valued at \$600 or more for I.R.S. reporting purposes (Form 1099). Information needed: name, address and Social Security number of winners of cash or items valued at \$600 or more.
- Continue to send acknowledgments for items received to date.

Two Weeks Before Celebration

- Continue picking up donations and sending acknowledgments.
- Continue detailed record keeping.

Week of Celebration

- Pick up remainder of donations.
- Continue detailed record keeping.
- Finalize list of all donors.
- Remind prize committee of need for record keeping for prizes \$600 and over.
- Disburse donations to appropriate committees.

Day of Celebration

- Pick up any last minute donations.
- Be sure all donations have been distributed to appropriate committees.
- Help wherever needed.
- Have a good time and enjoy the celebration!

After the Celebration

- Put celebration thank-you notes in mail.

Week Following Celebration

- Be sure ALL donations received were properly acknowledged as required by LAW. Virginia Solicitation Code requires \$5 or more to be acknowledged; I.R.S. requires \$250.00 or more to be individually and personally acknowledged stating donor's name, address of donor and amount of donation (cash, item, services).
- Submit detailed report to the celebration treasurer of ALL cash, items, and services donated. Include donors' name, address, donation date, item, value, and how it was used (party food, prize, decoration or equipment). If item was used as a prize and was \$600 or more, give name, address, and Social Security number of person who received it.
- Submit detailed written report of funding committee to celebration chairperson.

PRIZES

What is considered a good prize? Anything from stuffed animals to automobiles.

Be sure your committee understands WHO is eligible to receive each category of prize. Check with your celebration chairperson *before* the celebration to find out which prize categories, if any, spouses, guests or dates, and foreign exchange students may win. Grad parties also need to consider the eligibility of non-graduating seniors (usually considered guests).

There are seven basic categories of prizes:

- *Incentive*: to entice students to attend the celebration
- *Game*: to reward students for trying various activities
- *Contest*: to encourage participation in these activities
- *Door*: an incentive to stay and a reward for coming
- *Grand*: a large incentive to stay for the entire celebration
- *Random*: items given to make the celebration more exciting and fun
- *Party favor*: to be sure every student "wins" *something*

Most schools:

- Give incentive prizes to entice students to make reservations or purchase tickets.
- Give inexpensive consolation prizes for non-winners of carnival games.
- Give "play" money to winners of all carnival games or Games of Chance, for use in the prize store.
- Use donated items valued at \$25 or less in the Prize Store with all other donated items given as door prizes so everyone has the same chance to go home with the bigger items.
- Give door prizes to 10-25% of their attendees.
- Draw for door prizes all night but distribute them only at breakfast with students being required to be present in order to claim them.
- Draw for one to ten grand prizes as the very last event of the celebration.
- Give at least one party favor.

The following two extremes are NOT recommended:

- Give no prizes at all. It's always fun to have a chance to win something!
- Have a door prize for ALL attendees. This is not needed or expected by students.

Some other ways or times to give prizes:

- Auction or raffle two or three nice prizes using money won in activities.
- Give three to five cash prizes for largest Games-of-Chance winners based on amount of cash winners have at breakfast.

OBTAINING PRIZES. Prizes are usually obtained in one of two ways:

- Donations from family and friends, clubs, religious organizations, merchants, media, professionals, government or corporations.
- Purchases from catalogs, warehouse stores, military exchanges, wholesalers, retailers or internet.

INCENTIVE PRIZES

Scheduled weekly or every-other-week, these prizes are given to encourage early reservations or ticket purchases and to enhance publicity. All ticket or reservation holders are eligible for the drawings. Some suggestions include:

- \$25
- Personalized parking space near door for specified timeframe
- Pizza party (coupons for 3-4 pizzas + 2-3 bottles soda)
- Movie passes
- Dinner for 2
- Prom package: tux rental for boy; gift certificate for girl: hair care, boutonniere, shoe store, lingerie—may need to be combination to equal boy's prize
- Item donated by local merchant

GAME AND CONTEST PRIZES

Carnival, games of chance, or Bingo prizes do not need to be high-value items for the students to enjoy them. Be careful to keep the prizes for ALL activities at approximately the same general "real" money value to avoid the appearance of gambling. Remember, these are **games**.

We must also keep in mind that some students will not want and/or be allowed to participate in these games so to offer large prizes for these games would keep this group of students from winning certain prizes. **CONSIDER GIVING AWAY "FUNNY" MONEY FOR ALL ACTIVITIES AND LET STUDENTS SPEND THE "MONEY" AT A PRIZE BOOTH.**

Give inexpensive consolation prizes for non-winners of carnival games. Some businesses give product samples or ad products suitable for game prizes (soft drink coupons, model kits, cosmetics or product samples).

It is possible to order customized items inexpensively. Consider joining with one or more other schools to order more cost effectively. Items might say "Class of (*year*)," "Celebrate!," "Party All Night". Items range from 15 cents up. Some of the more reasonable items are pens, pencils, sun visors, frisbees, mugs, and stadium cups. *Generic* "custom" items similar to those just mentioned are available in catalogs. Be careful to stay away from alcohol- or drug-related items (wine glasses, beer mugs, bottle openers or can huggers) to avoid sending a double message.

Distribution of game prizes. There are several options for distributing game prizes to be purchased with "funny" money won at the various activities.

- **PRIZE "STORE":** Set up "store" for students to spend their "funny" money to "buy" prizes. Organize items by price. If activities are using large denominations, then prizes must cost large amounts of money. Coordinate with activity committee(s) to guesstimate how much "money" students are likely to have at the end of the night. If money is printed in 1,000's then price prizes at \$1,000 to \$300,000. Students like paying \$10,000 for a T-shirt!
- **RAFFLE:** Hold raffle beginning about 4 a.m. Let students bid on available items using "funny" money.
- **SILENT AUCTION:** Place larger items on display. Let students enter silent bid for items they wish to "buy" with "funny" money. Highest bidder wins item. If same student bids on more than one item and is awarded the bid but can't afford both, let student choose between items. Re-award the remaining item to next highest bidder.

Some game prize or prize store suggestions: Items, either purchased or donated, for which students must play games. This list does not include the very inexpensive items given as consolation prizes for carnival games.

- | | |
|-------------------------|----------------------|
| • Stuffed animals | • T-shirts |
| • Stadium cups | • Custom coffee mugs |
| • Sweat shirts | • Boxer shorts |
| • Inflatable pool items | • Funny hats |
| • Beach sandals | • Make up |
| • Thermos jugs | • Lighted yo-yos |

CONTEST PRIZES

These prizes encourage participation in the various contests that may be part of the activities: dance, hoola-hoop, limbo, lip sync, Guess-How-Many or photo identification ("Baby Bingo"). The Guess How Many prizes should be the items in the contest.

Anytime the contest winner is a team of two or more persons, be SURE to give individual prizes of the same item. Be careful about awarding a couple, dinner for two or a pizza party to a team, relationships can change quickly.

DOOR PRIZES AND GRAND PRIZES

Door prizes are usually donated or purchased items for which ALL students (may or may not include *guests* who are present) are equally eligible. "Must be present to win" is usually a condition for claiming *any* door or grand prize.

Grand prizes are usually a very small number of donated or purchased items with a higher value than door prizes for which all students (usually does NOT include *guests*) are equally eligible regardless of what they may have won earlier in the night.

Keep the number of prizes small but the prize worth staying for: something large like a TV, stereo, new or used car or shopping spree. Make being present a condition of winning.

Prize rules. Be sure your committee has answered the following questions long *before* celebration time. These can be very difficult decisions for each committee to make depending on the differing philosophies of the committee members.

- When will prizes be given?
- Must students be present to win prizes?
- How will "guests" names/coupons/tickets be handled for door and grand prizes? Will they be allowed to win any of these? When will the prize committee receive the names of those ineligible to win certain prizes?
- How many (door/grand) prizes may one individual win?
- Will cash be given as a prize?

If prizes *are* to be given, be sure to make provisions to draw again for any unclaimed prizes (student went home early—*regardless* of the reason, or doesn't want gift).

BE SURE ALL ELIGIBLES ARE IN THE ROOM FOR THE GRAND PRIZE DRAWING. Don't start until ALL activities have been closed down.

Some schools:

- Have small and large door prize drawings. If name is drawn for both, student chooses between them; prize remaining is re-drawn.
- Let winners choose from all door prizes remaining at time their name is drawn, put their name on prize for pick up at breakfast. First name drawn gets best choice but must remain all night to claim it; last name drawn gets remaining prize.

Will cash be given? This is an easy way to use extra last minute cash donations or for tickets purchased at the door and kids *love* cash!! Many have expressed concern that students who are given cash, *particularly at graduation celebrations*, may misuse it—especially during beach week. Other options include:

- Mail checks to winners.
- Give other items as prizes.
- Scholarships. For some these are more of a prize for the parents who will be paying the college bills than for teens. For those who aren't going to college, what do they get? **THE LAW:** If your group must file I.R.S. Form 990 and you give a scholarship, you must provide the I.R.S. with certain information about the scholarship criteria.

If door prizes and grand prizes are to be given, be sure to consider *where* prizes will be stored *before* and *after* distribution. *Unawarded prizes* should be visible but access must be controlled. Provide a secure area — check room — for students to take their prizes for safe keeping.

Consider putting a "From" tag on donated prizes so students will know who donated them. Some schools print thank you notes and have winners sign them; the committee mails them to the donors immediately following the celebration. This is not always possible because some prizes probably will be purchased with cash from a variety of sources.

Consider including the following statement with information sent to the students **before** the celebration, posting it where prizes are given out, and putting in on the prize itself: *"Be sure to check expiration dates on all coupons and gift certificates. There can be no returns, refunds, or exchanges of prizes. Have a good time and Congratulations!"*

Drawing the names and distributing the prizes

The question of favoritism usually arises anytime tickets are drawn. One way to eliminate any question of this is to put the names of the prizes in one container and the names of the students in another. Draw one ticket from each container.

Some schools have "Small Door Prizes" and "Large Door Prizes." Students' names are put into each drawing. If a name is drawn for **both** a small and a large prize, the student chooses which one to keep. A new name is then drawn for the prize not chosen. Some take this one step further and have students who win both a door prize and a grand prize choose one of them. The prize not chosen is then redrawn.

You may wish to set up "**PRIZE CENTRAL**" to award door and grand prizes and provide security for the prizes before they are given.

- Organize, label, and arrange prizes by categories so students can see what is available for them to win.
- Operate the drawing.
- Announce the winners using a bill board system in one visible location or by using the public address (P.A.) system of the DJ/band or the building P.A. system

Some door prize suggestions:

- | | |
|-----------------------------|--------------------------|
| • AM/FM CD player | • Gift certificates |
| • Phone answering machine | • College refrigerator |
| • Concert or sports tickets | • Health club membership |
| • Cash | • Microwave |
| • Luggage | • Sunglasses |
| • Telephone | • Picture frame |
| • Golf clubs | • Camera |
| • Hot pot | • Desk lamp |
| • Walkman radio | • Body board |
| • Popcorn popper | • Dinner for two |
| • Bike | • First aid kit |
| • Watch | |

After-prom celebration prize for junior class attendees: Senior pictures gift certificate. Spotsylvania High School, *Spotsylvania County*.

Some grand prize suggestions:

- | | |
|--------------------------|---------------------------|
| • Cash | • Boombox/mini-stereo |
| • Post-dated check | • Computer |
| • Scholarship | • Airline tickets |
| • Trip to Disney World | • New or used car |
| • Ski weekend | • Remote control color TV |
| • Set of concert tickets | • Mountain bike |
| • Shopping spree | • Stereo system |

RANDOM PRIZES. Prizes that make the celebration more fun or exciting. Try the following:

- Give prize or favor to the second, one hundred and second, student to arrive at celebration (based on calendar year)
- Give prize or favor to every tenth, twenty-fifth, or fiftieth student to arrive.
- Give prize or favor to the first 50 or 100 students to arrive.
- Give prizes to those who find and turn in the marked "funny" money.
- Have some volunteers carry cash to give students who thank a volunteer for their efforts.
- Give prizes to those who find certain advertised items at the celebration: marked cup or chair.

PARTY FAVORS.

T-shirts are one of the most popular party favors. Custom items (key chains, mugs or hats) and "goodie" bags (containing product samples, candy, gum, toothbrush and toothpaste, pencils or balloons) are also popular. The idea is for *every* student to leave with *something*.

UNCLAIMED PRIZES. Regardless of the method used to distribute prizes, arrangements must be made to deal with unclaimed prizes

- Designate deadlines for claiming prizes
- Treat unclaimed item as door prize or raffle prize, draw until item is won
- Run an auction
- Save for next year

END OF CELEBRATION INCENTIVE. Midlothian High School, *Chesterfield County*. Each student who stays until the end of the celebration has an opportunity to pull one piece of real money from the money box as they exit the facility. Bills range in size from \$1 to \$50.



SUGGESTED PRIZE COMMITTEE CHRONOLOGY

This chronology includes **only** those items that pertain to the PRIZE committee.

As Early As Possible

- Meet with various activity chairpersons to determine what will be needed as prizes for each activity.
- Meet with steering committee to determine the prize philosophy for this celebration.
- Target the kinds of items to be given as door prizes and grand prizes, where they might be obtained if not donated, and estimated cost.
- Meet with funding committee to advise them the number of prizes needed and what would be most useful for door prizes, grand prizes, incentives, and favors.
- Give estimated budget figure to treasurer.

About Six Months Before Celebration

- Begin targeting some items that could be used as incentive prizes.
- Determine what, if anything, will be given as a party favor.

About Three Months Before Celebration

- Plan door prize poster (or sign) for use at celebration.
- Determine when and how door prizes will be drawn and awarded.
- Meet with publicity committee to determine incentive prizes needed. Arrange to get prizes to them.
- Coordinate with the publicity committee to arrange a prize display at the school to entice reservations or ticket sales.

About One Month Before Celebration

- Coordinate with funding committee to determine number of door prizes still needed. Determine if you will try for donations or purchase them.
- Begin purchasing door prizes and grand prizes previously targeted.
- Determine how donated items will be used: door, grand, game, contest, and random prizes or favors.
- Make door prize "bill board" to announce winners at celebration.
- Plan prize display at celebration.
- If prize store will be used, meet with Activity Chairperson to determine amount

of "funny" money students are likely to have at end of night and begin planning pricing of prize store items.

- If plan is to announce winners over P.A. system, make necessary arrangements with D.J. or facility for use of P.A. during celebration.
- Check with Celebration Chairperson regarding eligibility status of married, foreign exchange, guests, and for grad celebrations, non-graduating seniors. Make decision regarding how their prize coupons/tickets will be handled.

Week of Celebration

- Separate all prize items into various categories.
- Label any items that need labeling.
- Pack prize items for easy transporting to the facility.

Day of Celebration

- Set up door prize area and grand prize display—be sure items are secure.
- Display "bill board" in prominent place or reconfirm arrangements with DJ or facility to announce winners throughout night.
- Be sure you have a complete list of ANY persons ineligible to win door or grand prizes. Be aware that your Celebration Chairperson may not receive the final list until the day of the celebration.

At the Celebration

- Be sure prize area is constantly staffed so no items disappear.
- Draw and post (or otherwise announce) names of winners of door prizes.
- Distribute door prizes at appropriate time.
- Keep a list of winners of door prizes and grand prizes.
- If students are being asked to sign thank-you cards when receiving a prize, oversee this project.
- If item given as prize has value of \$600 or more, an I.R.S. Form 1099 MUST be issued to winner with copy to I.R.S. Be sure to obtain student's name, address, Social Security number and phone number in case follow up information is necessary.
- Have a good time and enjoy the celebration!

After the Celebration

- Break down area
- Be sure lists of winners, detailed information for treasurer, and any left over prizes are properly secured.

Week Following Celebration

- Submit detailed written report on prize committee to celebration chairperson.
- Submit detailed record of information about prizes over \$600 to treasurer.

Publicity

The task of *creating enthusiasm for the celebration* may seem overly challenging the first year when the initial response of both adults and students may be skepticism, but it will be very gratifying as promotional efforts convert the skepticism into enthusiasm. Be creative! **THIS COMMITTEE CAN REALLY BE FUN!**

Keep in mind that parents, students, school administration and staff, and community must all be informed in order to have a successful celebration. The most wonderful decorations, food, activities, and prizes will be for nothing, if no one comes to the celebration. **PARENTS ARE PROBABLY THE MOST IMPORTANT GROUP TO WHOM YOU MUST SELL THIS IDEA.** Of the Virginia celebrations that had problems, almost all of them neglected to recruit parents to help in a major capacity. Parents who believe in the idea, will:

- Volunteer to help.
- Try every way possible to have their children attend.
- Not host another party on the same night—possibly where alcohol is served.
- Not allow their children to attend a competing party.

The committee should formulate a plan to provide publicity *within* the school to students, *outside* the school to parents, and to provide the community with information.

SOME SUGGESTIONS FOR GENERATING SUPPORT

GENERAL SUPPORT—Ideas to help motivate everyone

- Develop a logo based on the celebration theme. Use it on your letterhead, promotional posters, buttons or T-shirts.

STUDENT SUPPORT

- Make announcements over the school's public address system to arouse student interest. Use celebrity impersonations or students in skit-type announcements. A local radio station may be willing to help. Be careful not to let the message get boring or stale. Try to vary P.A.'s or students will tune them out.

- Have buttons made with logo for teachers, staff, and administrators to wear during school.
- Enlist the support of key student leaders: class officers, student government officers, school club, team, and/or organization officers/leaders. If one group refuses, try another.
- Hold a "count-down." Approximately thirty days before the celebration, ask all teachers to place the number "30" in an upper corner of their classroom chalkboard without revealing what it represents. Change the number each day to represent the number of days until the celebration. Reveal the meaning of the number the last week before the celebration to build excitement.
- Speak at a Senior Class assembly or meeting emphasizing the positive, fun aspects of the celebration. More details will probably need to be revealed the first year than in subsequent years.
- Establish a preliminary goal for sign-ups, perhaps 10-20% of those eligible, and post those names in a place where seniors congregate in the school. The name display should be related to the celebration theme and done in such a way that additional names can be added easily. Eventually, it will be the "in" thing to have one's name on "the" list. (e.g., airport, fly banner behind plane; cruise, use port holes; movies, use stars, reels of film, take boards; sea, use schools of fish.) Add new names weekly.
- Hold small well-advertised prize drawings to entice sign ups. Give cash prizes, reserved parking space in school lot or pizza celebration.
- Give a free T-shirt with celebration logo to those who sign up; encourage students to wear them often or have one day a week designated as T-shirt day. Give a tootsie roll pop to those wearing their T-shirt.
- Display and/or publicize door prizes in the school.
- Use the distribution of tickets for publicity. Tie them into the theme (see chapter on Tickets), make a big deal out of their distribution.
- Plaster lockers with "wanted" posters.

- Develop some personalized posters (i.e., make own posters using pictures of favorite teachers to replace faces on posters — works for any theme).
- Distribute small posters or signs for students to hang in their car window. Publicize that prizes will be awarded to drivers of cars spotted with these signs.

PARENT SUPPORT

- Send an initial letter to parents as soon as a steering committee is formed explaining the celebration concept and soliciting volunteers.
- Work with steering committee and volunteer chairperson to send out follow-up letters to the parents.
- Place notices in school newsletters so that all parents in the school will know and understand the concept. This will help build support for following years as well as provide current class parents with information.
- If English is a second language for lots of your students, have a generic explanatory letter translated into other languages.

COMMUNITY SUPPORT

- Notify local newspapers about the celebration and enlist their support. They may be willing to provide continuous coverage the first year. Send them a press release.
- Contact local and/or area radio and TV stations. Send them a press release.
- Distribute posters to local businesses a week or two before the celebration that say "Congratulations (name of school) High School (Graduates or Prom Attendees). "See you at the celebration!" Ask for these posters to be put in a prominent place (window, the front counter or on a bulletin board near the door) or give them a "Thank You" poster to display ("___ High School All Night Celebration Appreciates your support") or a "Proud Supporter of ___ High School's All Night (prom/grad) Celebration."
- Try to get coverage of the event. Articles afterwards will show the community what the celebration was like and will help generate positive advance publicity for next year.
- Purchase an ad in next year's football and basketball programs that generates excitement

and names all of the donors at the previous celebration. Ads are usually inexpensive and will keep the celebration in front of both students and parents and donors will be happy to get the free publicity.

PROMOTING YOUR EVENT THROUGH THE MEDIA

The media do not *have* to do any informational programs or announcements. Court the media. Get to know the reporters and media persons that can best help you. With TV and radio, get to know the producers. When sending press releases: send one to station/newspaper, one to newsroom, one to specific reporter. **Use the *little* papers and stations. They'll use your material.**

ASK YOURSELF THESE QUESTIONS BEFORE YOU TRY TO GET COVERAGE

- Why are you trying to get publicity?
 - Program recognition?
 - Event publicity?
 - Social marketing? (Trying to teach something: to not drink or do drugs; "un-sell" teenage drinking)
- Who are you trying to reach? Where do they get their information?
 - Teens listen to popular "teen" music (radio) stations, watch MTV, other teens
 - Legislators hear from aides, lobbyists, OP-ED pages
 - Parents read newspapers, watch TV, read school newsletters, listen to radio stations — but probably different ones than teens
- Is your item newsworthy??? Don't pitch soft fuzzies to the national desk — the celebration is a local story.
 - Impact: Who is affected?
 - Timeliness: Tie into a recent event. Take advantage of teachable moments: after a crash, before prom, graduation or homecoming.
 - Prominence: Use a well-known person to speak for your group
 - Proximity: What is the local angle?
 - Conflict: Is there any conflict about this issue in your community? Tag onto national or regional happenings: We want that HERE! We DON'T want that here!

- Are there pictures? The media WANTS visuals — so you MUST have visuals! More people read (and remember) photo captions than stories and articles. Try to send a photo with a well-written caption along with a well-written press release.

WHAT WORKS

- Necessary Etiquette for Dealing with Media
 - Give pertinent information.
 - Make *polite* reminders.
 - **Respect deadlines.**
 - Ask if this is a good time to talk.
 - BE BRIEF!!!
 - Don't yell back if they are rude. Hang up, but *don't yell back!!!*
 - BE AN EXPERT IN YOUR ISSUE AREA.
- Tools
 - Press releases
 - Media advisories
 - Public service announcements (PSAs)
 - Photos with captions
 - Distribute a fact sheet about your organization. Give some statistics.
 - With TV, think COLOR, think video. Be creative!
- Outlets
 - Features: must tie into a current problem
 - Hard news
 - Editorials
 - Letters to Editor (very good chance of being published in community newspapers—the smaller the paper, the better the chance)
 - Public Affairs — Radio/TV: good way to showcase; controversy works well.
 - Public Service Bulletins and Announcements: advertise, announce, give social messages (i.e., "Friends don't let friends drive drunk.")
- Live Interview Tips
 - Send an expert—Someone who really knows how and why this program will work. Send someone who really believes in this program!
 - Send someone who is articulate.

- If it's an on-camera interview, be sure the interviewee looks good and is dressed appropriately.
- BE ON TIME!!!
- Once you mess the reporter up, FORGET IT! They won't call back.
- Good writing is a must.
 - Keep it "short and sweet."
 - Cover only the basics: who, what, when, where, why.
 - Be sure to give a contact name and phone number.
 - Don't misspell!!!
 - Be sure it is accurate. Read, re-read, and re-read again for accuracy. Then give to someone else to check.
 - Neatness counts!
- Meet THEIR deadlines—not yours. TV and radio time is absolute — you MUST be on time! Print media also has deadlines that MUST be met. Check to find out what they are. Some general ones:
 - Community calendar, PSAs, magazines: four to six months before run date. Send and follow up with phone calls.
 - TV/radio talk shows; weekly newspapers: two weeks before. Talk to producers—not talk show host.
 - Daily newspaper; radio/TV news: 1½ weeks before. Call back with a big push two days and one day before. Try to talk to same person each time.
- Big Push:
 - Tailor media list to fit your needs.
 - Personalize the pitch for different outlets.
 - Do three mailings or follow-up calls:
 - Mail news release or advisory four to six weeks before event
 - Call two weeks before event
 - Call again one day before event
- Designate ONE person to talk to the media for your group. Keep in regular contact with your media contacts. Rapport is VERY important. Be sure the media contacts can get in touch with you. Give a number where you really can be reached.
- Know WHO to contact:

- Radio or TV: News or promotion departments, give two to seven days advance notice
- Newspapers: Editor of particular newspaper section, write letters to editor, write opinion columns to newspapers, give at least two days advance notice

SOME TIPS FOR DEALING WITH THE PRESS ABOUT OP/G CELEBRATIONS

- ALWAYS be positive and upbeat.
- ALWAYS refer to your activity as a celebration, NOT a party. This word seems to make the donors, parents, and the community as a whole feel better. (But remember to talk to students about a party.)
- Always try to emphasize the educational value of your celebration. Students are learning by doing that they can have a wonderful, memorable night without using alcohol and/or other drugs and that it can be fun even when chaperoned. Also try to speak about educating the parents about ways to help their students have a good time without giving in to students' requests to host an alcoholic celebration after prom or graduation.
- NEVER give out the total cost of your celebration even when asked this specific question. ALWAYS break the amount down giving a per student cost. Then, continue giving information to the questioner by equating the per student cost to the price of attending the prom (clothes, flowers, dinner, dance, prom ticket or limo), a rock concert ticket, or a visit to an amusement park (even taking a date out to dinner and the movies can be expensive). Let reporters and other community members and parents do their own math.
- Try to convey excitement about the entire event—every time you speak with someone from the media.
- NEVER air dirty laundry in front of the press. Regardless of what disagreements your committee may have, try to keep it strictly between the committee members.
- Try to give everything to the media in writing. Issue press releases. Even then, you may be misquoted. If your school has had a celebration in previous years, a reporter may

pull out an old article, rewrite it and give incorrect information. Be sure to write a letter to the editor to correct the information and place a call to the reporter to set the record straight. Remember to be gentle—the media will always have the last word.

- Be sure to thank the media people for their help—even if it wasn't as good as you wanted. Maybe next year they'll do more!
- Try to return press calls immediately. They are much more apt to try to get the story right and to help you with some positive publicity if they think you are helping them. Your school may be giving its umpteenth all-night celebration but, if the reporter is new to the concept, take the time to explain the entire concept to him/her. Go slowly and educate them about the process by mentally walking them through the various activities that are planned adding bits about the theme and decorations that are going to add sparkle to the whole affair. Invite them to attend and see for themselves.

NEVER SAY ANYTHING TO A REPORTER THAT YOU WOULD BE EMBARRASSED TO SEE IN THE PAPER.

A FAVORITE QUESTION REPEATEDLY ASKED BY THE PRESS: **"Why the concentration on the prom and graduation season? Kids drink in our community every weekend."** Use the following as a *starting point* to **begin formulating your own answer**.

- The problems of keeping our children safe and tragedy free and of teenagers drinking will not be solved overnight. We have to start somewhere—and we have to get everyone's attention. Having an alcohol/drug-free celebration for our own children and a few of their friends won't have the impact a large celebration will have.
- Even students who don't drink and party regularly other nights of the year seem to do so on prom and graduation night. Alcohol is the drug of choice for most of our teens and is readily available. These nights involve not

only alcohol but, usually, also sex and moving from party to party.

- The "Celebrate Life!" celebration can be held anytime during the year, but it especially lends itself to prom and graduation and is meant to involve every student eligible to attend regardless of age, sex, race, religion, ethnic background, and social, economic, academic or athletic status.
- This special celebration offers a positive educational experience to students who learn they can have a good time with their friends and classmates without using any alcohol or other drugs and with adults present—in many cases, the students' own parents. Parents discover that teens will come to celebrations planned, implemented, and chaperoned by parents—and that it can be a rewarding experience to help with the celebration.
- The professional substance abuse prevention community has indicated its surprise that parents are doing the planning and implementing. It considers parents to be a previously "untapped resource." Who cares more about teens than their own parents?
- The various law enforcement groups indicate they are pleased to have the parents involved and the kids off the streets on these two particularly high-risk nights.
- School administrators report they are pleased to have parents of high school age students back in their schools taking an active part—something many haven't done since their children were in elementary school.
- Slowly, but surely, these celebrations ARE making a difference. The awareness level has been raised in the communities using the program. Other similar celebrations are being held during the year for and with the students. Students, parents, and other community members are beginning to question why town and community sponsored events are serving alcohol rather than setting a better example for the students.

PRESS RELEASES

Press releases can be valuable in generating community support. By making the entire community aware of the purpose of the celebration, along with the rules and activities,

many individuals, businesses, and organizations will not only choose to become involved but may also try to influence students to attend.

- **Always double-space** press releases and public service announcements on **ONE side** of plain white or letterhead paper.
- Keep them simple.
- Include the name, address, and phone number of a person to contact for more information.
- A **30** or **#** mark at the end of the release indicates the end of the copy.
- Be sure to include who, what, when (date **and** time), where and why plus who is invited and who benefits.

SAMPLE PRESS RELEASE

PRESS RELEASE FOR IMMEDIATE RELEASE

Date _____
CONTACT: _____, Chairperson
PHONE: _____ - _____

HIGH SCHOOL TO HOLD ALL NIGHT CELEBRATION

_____ High School will hold an all night alcohol/drug-free celebration immediately following their prom on (*date*). This celebration is being organized by the parents of the junior and senior classes to provide an exciting, fun-filled, but safe celebration following the regular prom. Prom will be held at (*place*) from (*beginning time*) to (*end time*). The After Prom celebration will begin at (*beginning time*) and end at (*end time*). All (*name of school*) juniors, seniors and their dates are invited to attend. There will be no fee charged (*or give amount to be charged*).

The theme of the After-Prom celebration will be ("*theme*") and will feature a D.J. and dancing, (*give list of general activities, highlighting any special ones*). Food will include (*give names of a few of the major kinds of food such as pizza, soda, submarine sandwiches, cookies or breakfast items.*) Door prizes will be drawn all night. The grand prize, a (*name of prize*), will be given away at breakfast.

All students must abide by a few simple rules:

- No alcohol or other drug use is allowed.
- All students must arrive by (*time*).
- Students may leave anytime they wish but may NOT return.

- Students must be present to win prizes.

Many businesses and community organizations have contributed to make this a truly memorable night for the students. Any businesses, organizations or individuals that would like to help in some way are invited to contact (*name of person*) at (*phone # and/or address*). The parents feel if they prevent just one serious injury or death to a student they can call the celebration a success.



STUDENT INFORMATION Martinsville High School, *Martinsville City*, published the following information in the school newspaper. They reproduced it on fluorescent paper over a picture of the MHS Fantasy Cruise Ship and posted throughout the school.

“MHS FANTASY FACT/FICTION

A lot of rumors about the After-Prom Celebration are in the air at MHS. Some have some basis in truth — some don't. Here are a few facts. Look for more in the next issue.

FICTION: If you go to the After-Prom Celebration you can't leave.

FACT: *Whoa! Hold the chains! This is not a lock-in. You may leave any time you like. You just can't come back in and you forfeit any prizes you may have won, as they won't be distributed until breakfast.*

FICTION: This is a diabolic plot by parents to keep us from having a good time on prom night.

FACT: *This is a gift from parents to their kids — a giant party with lots of activities, food, prizes, and music. Believe it or not, parents want you to have a good time — they just want to show you that's possible without alcohol or drugs.*

FICTION: Only MHS Juniors and Seniors can attend.

FACT: *The celebration is for MHS Juniors and Seniors and their dates — whomever they may be.*

FICTION: I heard something about a car.

FACT: *A car dealership in Roanoke is donating a new Five Speed Royal Isuzu pickup to give as a grand prize at another giant celebration in June at Valley View Mall. Each high school in the area which has an after prom celebration may submit*

four names to be invited to that celebration. Those four names will be in the drawing for the truck and also a TV. The names will be drawn from the people in attendance at the MHS celebration. (Rumor: we heard the truck was Bulldog red.)

FICTION: You may buy tickets at the door and go to the party anytime during the night.

FACT: *Reservations (tickets) for the MHS Fantasy Cruise will be sold for two weeks preceding the prom. Boarding time is 1 AM to 2 AM, May 19. You must have a ticket to board and the gangplank is pulled up at 2 AM.*

FICTION: There will be an assembly for Juniors and Seniors sometime after Easter break to explain the celebration and answer questions.

FACT: *TRUE!?”*

Flyer & Poster, Fairfax High School, Fairfax County



STUDENT ASSEMBLY: *"LET'S MAKE A DEAL," Martinsville High School, Martinsville City; Northern Virginia Project Graduation.*

Ask your principal for permission to host or be part of an assembly to explain the reason for the celebration, the theme, tout the prizes and play "Let's Make a Deal!" giving away prizes and cash. Explain the "rules" by using "commercials":

1. No Drinkin' or Druggin'
2. Be on Time!
3. *Martinsville:* Bring your ticket!

4. *Northern Virginia Project Graduation:* Do it right—Stay all night!

Before students arrive put stickers under three of the chairs in the room where the assembly will be held. This will randomly select your contestants. Be prepared for empty chairs or shy students by asking if anyone has a birthday today, this week or next week until you have three contestants. Randomly select three students to carry the posters for the commercial breaks between each deal.

Have three fun gift bags full of "stuff" with lots of colored tissue sticking out the top. These will be the "doors" for Deal #1, Deal #2, and Deal #3. Inside these bags should be:

- An incentive prize: dinner for two at a nice restaurant, or a prize worth around \$20-\$25 and a party horn or noise maker.
- Cold, hard cash: \$25. You may want it to be coins so it's at least hard even if not cold. Add a party horn.
- A dud: but not just any old dud. Fill this one with items from the \$1 store to represent items from *your* celebration: sunglasses (because the sun will be so bright the next morning), a jump rope (to get in shape for the Velcro jumping), wallet (to hold all the money they're going to win) and a party horn.
- Choose an emcee the kids like and someone who is comfortable in front of the student body — this can be the general chairperson, the committee chairperson, the principal, a favorite coach or teacher. This person **MUST** know what is in each bag. Help students in audience get into cheering for their classmates. Practice cheering. Now proceed as follows:
 - Emcee gets name of first contestant, asks if he/she is going to attend the celebration. Then asks if he/she would like a chance to win a prize. Tell them about the nice prizes that are behind some of these "doors" but that there is a dud there, too. Ask which "door" he/she would like, #1, #2, or #3. Do this with each of the contestants with #3, of course, taking whichever bag is left.
 - Introduce the commercials. Have the students hold the posters over their heads towards the audience and walk—one at a time—across the stage. Have audience practice shouting *in unison* whatever is on

the poster. And, applauding. Don't be afraid to chide them for not being forceful enough, after all, the commercials are what keeps this "show on the air."

- Go back to the contestants. Choose one with a prize or the money. It doesn't matter which one. Remind all of the contestants that one of these "doors" contains a "dud." "Contestant #__, you have chosen Door #__. I'll offer you \$1 for this door." Keep offering money, \$1 at a time until you reach your maximum. Maybe \$5 or \$10. The audience will probably begin to shout advice: "Take the money!" "Take the door!" Most students will hold out for the door, but some will take the money they can see. Once the student chooses, proceed to give whatever they chose. If they choose the door, put the money away and pull out the items in the bag: the cash or the nice item and the party horn. Play it up BIG!
- "Commercial time!" Have "Commercial #1" walk across the stage. Make sure audience reads poster out loud as it is carried across the stage.
- Proceed to other contestant who has a nice prize. Do the same as before. If you used up some or all of the cash on the first contestant, say you're sorry but Contestant #1 got the cash! Otherwise, offer them the cash. End by opening their bag and pulling each item out.
- "Commercial time!" Do Commercial #2 same as #1.
- Now it's time for the last contestant. Remind the audience that this **MUST** be the bag with the "dud." *Don't* offer money for this one even though the audience will probably be screaming for the contestant to take the money. Pull each item out individually starting with the party horn which they will all be familiar with by this time. Explain how each item will help them prepare for the celebration and the fun they will have there.
- Commercial time! Do Commercial #3 same as #1.
- Thank contestants for their help and dismiss them.

- Thank the "commercials" and ask them to check the envelope on the back of their poster. (The committee should have placed a \$5 bill in each of these envelopes before the assembly.)

Explain the celebration rules and give enough details about activities and prizes to make the celebration seem fun. If you think it's necessary, bring in some of the bigger prizes that will be given away—particularly the grand prize.

In the beginning you may have some hecklers who will shout smart remarks at you. You may choose to ignore some of the remarks, but don't be afraid to joke with the audience. Why should they sit there and listen to you? "Because I got you out of class for one whole period!" Why should they bother to come to a party with a bunch of old foggy parents? "Because it's going to be the most fun place to be that night—AND, they could win great prizes and play “(game or activity).”



RAYSAC Event explanation and information,
Roanoke Area Youth Substance Abuse Coalition.

High schools from a large area in and surrounding Roanoke are invited to participate in RAYSAC's Grand Finale each year. The event is held in a large indoor mall after all of the individual after-prom celebrations are held. Each high school is invited to send four students who participate in games, which are scored with the highest score from each participating school receiving a prize. Drawings are held for minor prizes. Each student is given a "goodie" bag, a theme T-shirt and a sealed envelope containing a key. At the conclusion of the games, students open their envelopes and try their key in the door of a new pickup truck which is given to the student with the key that fits.

Before the schools hold their celebrations, the truck is taken to each participating school for display one day during lunch to help promote each school's after prom celebration.



EXCERPT FROM LETTER TO PARENTS.
Martinsville High School, *Martinsville City Schools.*

"...Naturally we need help. Although the prom is three months away, we need your commitment NOW to make this evening a success. What exactly do we need? These four things:

First - PLEASE do not plan another celebration after the prom. Everyone is invited to this one.

Second - Volunteers are needed for all committees. Don't miss out on the fun and excitement of planning this BIG EVENT. If you are willing to help, call (name & phone #). The committees are: Activities, Decorations, Security, Clean-Up, Tickets, Publicity. If you have a choice, tell us when you call...if you just want to help, we'll find the perfect slot for you.

Third - To be perfectly honest...we need money. There will be a small admissions fee charged, but as we want to make sure every eligible student can come, it will be minimal. The celebration is expensive, and we need "seed" money to get it off the ground. If you can make a donation, just drop it in an envelope and mail it to (name & address). Make check payable to "MHS After Prom Celebration."

Finally - We need that good old Bulldog enthusiasm and support. Talk positively to your child about this celebration and urge him/her to attend. Although this may be a new idea in this area, these celebrations have been highly successful all over the United States. The Virginia Departments of Education and Motor Vehicles strongly support them..."



ARTICLE, *The News & Daily Advance,*
Lynchburg, VA., Rustburg High School,
Campbell County.

**"POST-PROM CELEBRATION WASN'T
JUNE CLEAVER-AND-COOKIES EVENT**

by Valarie Jackson, Staff Writer

Spending a weekend night at school with a bunch of parents isn't a typical high school student's idea of a good time. Rustburg High School senior, (name)'s image of attending a parent-sponsored celebration was like something from a bygone era.

'I was expecting June Cleaver with chocolate chip cookies,' she said. But that was before the phenomenon of post-prom celebrations. Ms. X and her prom date... played five minutes of laser

tag... She didn't expect to be able to legally shoot people with lasers during a post-prom celebration filled with parents who usually frown upon a group of teenagers yelling and running with guns.

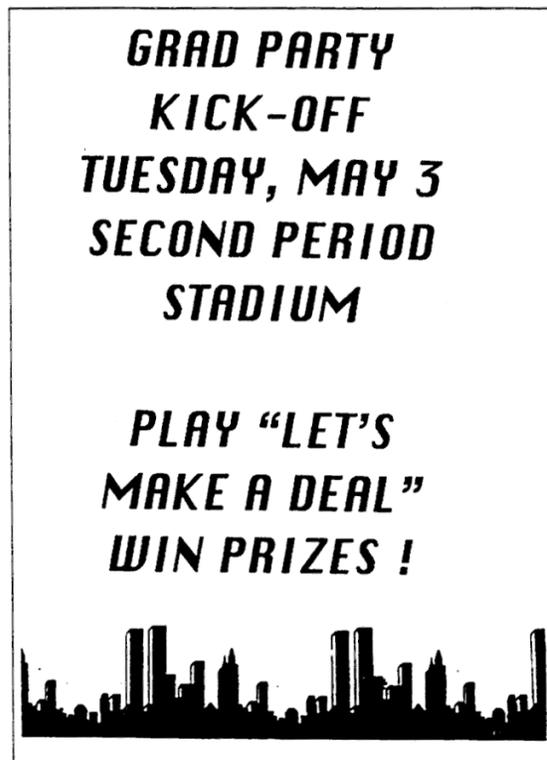
...Rustburg's celebration, held recently at the high school, attracted 127 students—more than half of those who attended the senior prom....

Parent. (name) did her best to get students interested. 'All the kids would say, 'we're not going there, it'll be a square party", ...We had to overcome the resistance of kids thinking they'd come back to school to an ordinary school function," ... 'We made it so that it isn't the same place they go every day.'

...According to another student, many of the students who would have gone to traditional home parties were at the school sponsored event. ... friends claimed the celebration to be more fun than the actual prom. 'This is a more comfortable atmosphere than being in dresses, ties and high-heeled shoes.'"

□ □ □ □ □

INVITATION FOR STUDENTS TO ATTEND GRAD CELEBRATION KICK-OFF, Fairfax High School, *Fairfax County*.



EXCERPT FROM FOLLOW-UP LETTER TO PARENTS. Potomac High School, *Prince William County*.

"...WE ALL LEAD BUSY LIVES, which is one reason this is a wonderful opportunity to show your love for your child. By pooling our resources, we can give the grads a FABULOUS celebration without having to spiff up our houses, prepare tons of food, and spend lots of money for individual parties. And, let's be honest: The kids would much prefer partying with their friends than with Uncle John and Aunt Sue. So put Grandma to bed and join us as workers for the celebration. (We're NOT chaperons; we'll all be working, and your child probably won't even see you in the midst of all the activities.)

We're all in the same boat: We all 'work' and most of our steering committee members are gainfully employed. We're all expecting house guests for graduation. One of our chairpersons is even facing an out-of-state move the Monday after graduation. Committee chairpersons and their committees have worked many hours since October to make this event a success. If we all give a little time, we can make this a special event

that will keep our grads safe so they can enjoy future reunions."



STUDENT INFORMATION, Potomac High School, Prince William County

GRAD NITE INFO

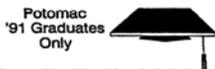
SENIORS: We'll give you more party details later, but for now we'd like to answer some of your most frequently asked questions:

QUESTION: IS THIS PARTY A LOCK-IN?



ANSWER: ABSOLUTELY NOT!! You may leave any time you want (You must sign out when leaving, for liability purposes) but you may NOT return if you leave. We think you'll have so much fun that you'll want to stay all night. There are door prize drawings every hour and a grand prize drawing during the last hour of the party. Besides previously announced activities, there's a special event you'll NOT WANT TO MISS planned for 3:30 a.m.

QUESTION: MAY I BRING A DATE?



ANSWER: Not unless he or she is a member of the Potomac Class of '91 and is graduating in June or following completion of required courses during the summer of '91. (This "no one but class members may attend grad site parties" rule is a state-wide rule for all grad site parties in Virginia and in many other states.)

If students were allowed to bring dates, classmates who didn't have dates would be reluctant to attend alone. You may celebrate with your date earlier in the evening and you can be together all summer, but this one night is for CLASS MEMBERS ONLY. So kiss him or her goodnight and join us for the party!

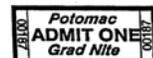
Statistics show that, unfortunately, some class members will not return for reunions, so this could be the last time some of you will see each other. You've SUFFERED through term papers, projects, and exams together. NOW YOU DESERVE TO CELEBRATE and party together before going your separate ways. Plan to PARTY ALL NITE!!

QUESTION: HOW LATE MAY I ARRIVE AT THE CHINN CENTER AND BE ALLOWED IN?



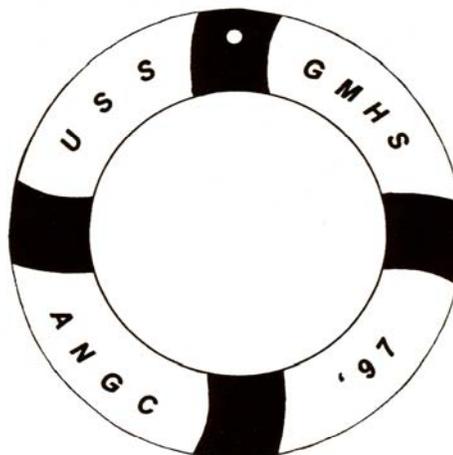
ANSWER: THE PARTY STARTS AT 11 PM, but you may arrive at the door as late as midnight. AFTER MIDNIGHT, YOU MAY NOT ENTER. (Early birds get first dibs on popular activities.)

QUESTION: I'VE ALREADY PAID. WHY DON'T I HAVE A TICKET?



ANSWER: A master list of students with reservations will be posted at school on the next TICKET SALE DAY, Thurs., May 9. Students with paid reservations may pick up tickets at the tables in the cafeteria on ticket sale days. (We had planned to distribute tickets at a later date to prevent lost tickets, but so many of you have expressed concern that we changed our plans.)

TICKETS ON SALE AT SCHOOL DURING LUNCH THURS., MAY 9. PLEASE BUY TICKETS EARLY. MONEY IS NEEDED NOW FOR PRIZES, ETC. THANKS. MAKE CHECKS (\$20.00) PAYABLE TO: POTOMAC GRAD NITE



SIGN-UP PUBLICITY. William Campbell High School, Campbell County. Front and back of flower to be added to "lei" making up list of those attending the After-Prom celebration.

SIGN-UP PUBLICITY. Broad Run High School, Loudoun County. All students who signed-up had their names put on a "suitcase" and placed on one of the theme posters in the cafeteria.



Sign-up Publicity. George Mason High School, Falls Church City. Names were put in center of life preservers and placed in waves on side of cruise ship for "Sea the World" theme.



SUGGESTED PUBLICITY COMMITTEE CHRONOLOGY

This chronology includes **only** those items that pertain to the PUBLICITY committee.

As Early As Possible

- If first year, meet with local newspaper editors and education reporters to explain celebration concept and solicit support.

About Six Months Before Celebration

- Place article in school administrative, PTA, booster newsletter (or similar) explaining celebration concept and listing needs.
- Contact celebrities who might endorse celebration.

About Two to Three Months Before Celebration

- Start PA announcements to students using celebration theme as guide.
- Put up first celebration posters in appropriate areas of school; continue until celebration.

- Publicize a drawing for all those holding paid reservations at time of drawing. Continue as needed—monthly or weekly.
- Post names of those holding pre-paid reservations (or those who have made reservations if no fee is being charged) as soon as approximately 10% have paid. Continue to update list frequently.
- Meet with school administration to arrange for participation in student assembly near celebration time.

About Two Months Before Celebration

- Speak at a class meeting to explain what celebration is (particularly important first year).
- Begin preparing press releases. Make contact with media to obtain deadlines and names of individuals or departments that should receive releases and info.

About One Month Before Celebration

- If appropriate, display or announce door and grand prizes as an incentive for pre-paid reservations.
- Distribute something for teachers to wear everyday such as a button.
- Increase PA announcements to two to three times weekly. Try to vary content.
- Post theme-related posters listing various activities, prizes, and/or menus to entice students to attend.
- Send a press release to local newspapers, TV and radio stations. Encourage them to cover the actual event.

Two Weeks Before Celebration

- Increase amount of publicity going to students. Put a reminder in the hands of every eligible student (note on locker or flier at end of day.)
- Speak at a class or school assembly to "sell" celebration to students.

Week of Celebration

- Keep up publicity with students—increase as necessary.
- Remind media of upcoming event and encourage them to plan to cover it.
- Hold drawing for students who have already registered and give away prizes that they may find if they attend their celebration.

Day of Celebration

- Help wherever needed.

At Celebration

- Help wherever needed.

Week Following Celebration

- Submit detailed written report on publicity committee to celebration chairperson.



TICKETS/RESERVATIONS, I.D., ENTRY PACKETS

It is necessary to have a good method of identifying those who should be admitted to the celebration and give them information about the available activities. *Many schools do not actually issue "tickets" before the event, but "take reservations." The student then identifies him/herself upon entry, and is given a packet of information, funny money or raffle tickets. This helps eliminate the problem with lost tickets that were sold many months before the event. You can eliminate some frustration for parents by calling this function "reservations, rather than "tickets."* References to tickets then become part of the entry packet.

TICKETS:

- Add a lot of fun to the celebration when tied into the theme.
- Can probably be obtained as a donation from a printer and/or graphic artist.
- Can be a very clever publicity stunt used as the final lure to get students to the celebration.
- Can be used whether or not there is a charge for them. Many schools use fun theme-related tickets as part of their publicity, but do not require students to have tickets in hand to enter the celebration. Instead, students are checked off class lists.

If this is a separate committee, coordinate plans with the publicity committee. **Be sure the check-in method will move fast enough so that students will not get tired of waiting in line and leave.**

This committee's duties will probably include the actual selling of tickets as well as their production. Make sure students are aware of the times, dates, and places they can purchase tickets. Be sure tickets/reservations are available during school lunch hours.

Be sure to work out a system for dealing with anyone who may have been sold a ticket but is no longer eligible to attend the celebration; i.e., non-graduating seniors or suspended students. The easiest way is to return the payment in full (give it in cash—not a check) *before* the

celebration even if it means someone must go by the student's house the night of the celebration.

I.D.'s:

- Provide a safeguard to identify students as they enter the celebration.
- Prevent students from bringing outside guests to the celebration claiming they are classmates.
- Provide a safeguard to identify students as they claim door prizes.
- Give the students a souvenir of the celebration.

In many cases, classes will be large enough to make it impossible for parents checking in or distributing prizes to know every student personally. Many schools place pre-printed hospital bracelets on each student for easy I.D. which is easy and fast.

If pictures are desired, the school photographer will probably be willing to provide an extra copy of the pictures submitted for the yearbook which can be placed on I.D.'s., or consider asking students to provide their own picture I.D.s. (driver's license).

THEME-RELATED TICKET/I.D. IDEAS

- Travel
 - *Ticket:* Airline ticket wallets containing boarding passes marked confirmed [paid] or stand-by [not paid] and trip itineraries (list of activities and celebration rules)
 - *Check-in area:* Airport
 - *I.D.:* "Passport" with their picture on it
 - *Door prize tickets:* Mileage Plus coupon
- Movie
 - *Ticket:* Pieces of movie film, or custom theater tickets along with theater programs
 - *Check-in area:* Box Office with movie marque
 - *I.D.:* Actor's guild membership card or miniature "take board," with picture
 - *Door prize tickets:* Pieces of used film with name label affixed
- Disco
 - *Ticket:* "CD" with info on label. Put in jewel case (C.D. box) with celebration

info as if it were info about the music on the C.D.

- *Check-in area: Box Office with concert marque*
- *I.D.: Miniature CD cover with student's picture*
- *Door prize tickets: Shape of Grammy Award*
- **Mardi Gras**
 - *Ticket, I.D., Door prize tickets: Masks.*
 - *Favors: Give strings of Mardi Gras beads and/or gold-wrapped chocolate coins as they enter.*
- **Beach**
 - *Ticket: Beach balls or seagulls.*
 - *Favors: Give sun glasses as they enter.*
 - *Check-in area: Enter through mouth of huge shark.*
 - *Door prize tickets: Beach ball, fish, seagull, shell-shaped tickets.*
- **Cruise**
 - *Ticket: Cruise ship tickets*
 - *I.D.: Passports. Give sailor hats or leis as they enter.*
 - *Check-in area: Enter through ship or over gangplank.*
 - *Door prize tickets: Shape of life preservers.*
- **America**
 - *Ticket: Road map.*
 - *I.D.: Driver's license.*
 - *Check-in area: Toll booths.*
 - *Door prize ticket: Toll booth receipts.*
 - *Other: All roads should be "Interstate Yr. of celebration" or "Route yr. of celebration."*

OTHER IDEAS

- List celebration guidelines on back of ticket or entry packet.
- Put schedule and/or map on outside of envelope/packet given to students as they enter celebration.
- Place schedule, map, "play money," door/grand prize tickets or activity coupons, in theme-related packet.
- Give party favor as students enter celebration and/or to those who stay "all night."

- If tickets are to be sold, be aware that ticket sales will still be going on the night of the celebration; make arrangements to have change available at the door. Consider requiring cash only (no checks).

DISTRIBUTION OF TICKETS

Graduation: Mail to students' homes or distribute ticket packets at a senior "event" such as cap and gown distribution or graduation rehearsal.

Prom: Mail or distribute After-Prom Celebration tickets at school during lunch period.

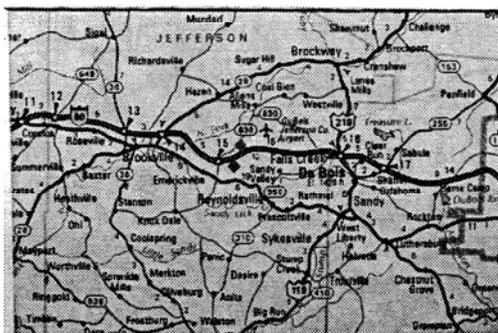
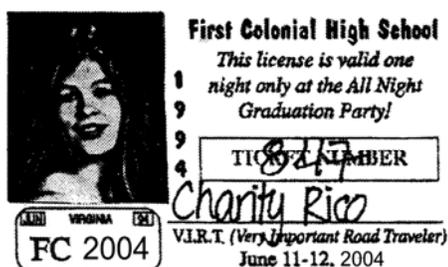
SAMPLE TICKETS

I.D. Theme: Highway. First Colonial High School, Virginia Beach City.

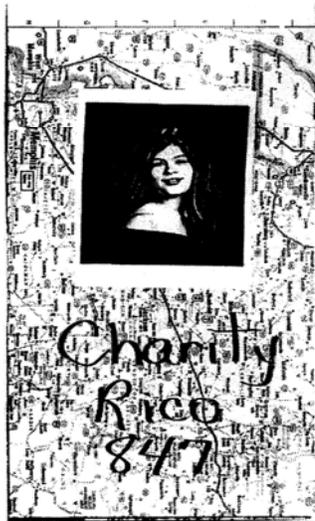
Front: License for V.I.R.T. (Very Important Road Traveler)

Back: Small piece of road map—different on each student's I.D.

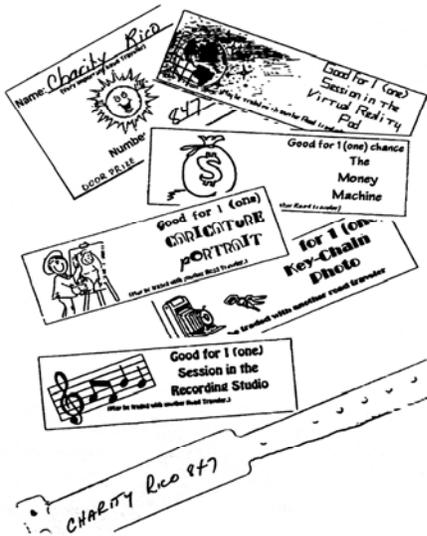
Students were directed to check maps in various activity areas until they found the large map containing the map piece on their I.D. They were to find the grid coordinates for their map piece and take them to the prize booth for a special prize.



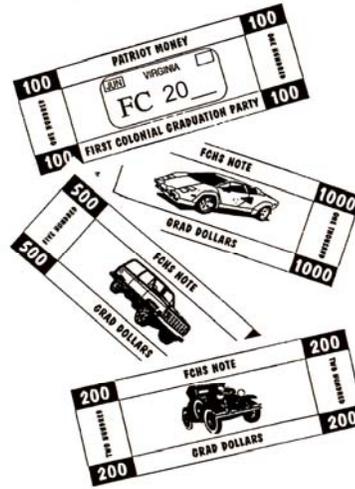
TICKET PACKET. Theme: Highway. First Colonial High School, *Virginia Beach City*. Packet covered with pages of U.S. road maps. Packet contained coupons, hospital bracelet, "funny" money.



CONTENTS OF PACKET SHOWN ABOVE. Coupons for all activities where participation needed to be limited to once per student.



PACKET CONTENTS CONTINUED. \$10,000 in "Funny" money included in packet.



I.D., TICKET, TICKET PACKET. Theme: Movies/Hollywood. Fairfax High School, *Fairfax County*. Upper left : I.D. on chain to wear around neck, picture on back. Upper right: ticket. Bottom: ticket packet.



INFO SHEET GIVEN TO STUDENTS AS THEY ENTERED CELEBRATION: rules, activities, menu. South Lakes High School, *Fairfax County*.

Welcome, graduates to an evening of fun, food, fantastic prizes and memories you will have forever.

RULES OF THE ROAD

1. 1993 South Lakes High School graduates only.
2. Check-in begins at 11:00 P.M. and ends at 12:00 Midnight.
3. Party ends at 5:00 A.M.
4. Party is ALCOHOL FREE AND DRUG FREE.
5. Enter and exit through the front door ONLY.
6. Leaving before 5:00 A.M. requires signing out and there is NO re-entry.
7. Personal belongings must be checked in the check room where they will be watched by chaperones.
8. Casual dress - t-shirts and shorts.
9. NO money needed.



Enter the world of "Life is a Highway" and plan to include a stop at all of these locations on your travels down the TURNPIKE tonight.

Visit **BROADWAY**

For a photo of you or you and a friend

Place your bets at the **SEAHAWK PALACE**

Blackjack
Roulette
Dice Game
Gamewheel

On 42nd **STREET**

Participate in Karaoke all night
3:00 A.M. form a team to play
SEAHAWK FAMILY FEUD



Visit **VERUSHKA VERANDA**

To have your fortune told by our renowned
7heBem Verushka

At the **PARK PLAZA**

Play a round of miniature golf
Rest on a park bench
Race your favorite caterpillar



On **STAR BOULEVARD** you can

Become a star and make your own **VIDEO RECORDING** with some of your closest friends (Operated by Super Star Recording)
Play a video game, a pinball machine or test your strength on the Hi-Sliker

Visit **SLEAZY STREET** for

The Taloo Parlor
Stenciled Nails
Have your caricature drawn



In **ROCKY'S GYM**

Try **ROBOTIC BOXING** for a good work out
(From John Roberts Robotic Boxing)

On **DOCK STREET**

Watch a re-run of the graduation ceremony
Watch the Video Recording you just made



Spend time and earn **SEABUCKS** at the games on

BACK STREET

Balloon darts, lollipop tree, lock and key, potty loss, bean bag loss, penny loss, cool pool, skill ball, basketball loss
Place your bets on the horses

Be sure and

GUESS HOW MANY
PLAY BABY PICTURE BINGO
SIGN THE GRAFFITI WALL for your Class of 1993
reunion a few years from now



Enjoy delicacies being served from the

ROAD KILL CAFE
MENU

Pizza
Hot 'n' Spicy Chicken Wings
Tacos Chips and Salsa
Wontons/Spring Rolls
Chili Dogs Barbecue
Fruits, Vegetables and Dip
Soda, Juice, Iced Tea
Cookies Popcorn Cotton Candy
Continental Breakfast served at 4:00 A.M.



Listen every half hour for the **PRIZE DRAWING** winners. You could win a boogie board, a 35 mm camera, tickets to Busch Gardens, or Wild World, a Cross pen, binoculars, a Sony cassette player, a football shoe, a telephone, an answering machine or one of many gift certificates and other prizes. Prizes may be claimed after 4:00 A.M.



4:15 A.M. will be the **GRAND PRIZE DRAWING** for the following: CD Player, Microwave, Orioles Tickets, Refrigerator, SEGA Genesis, Sony discman, Sony sound system, 20" Color TV, Video Cassette Recorder.



Use your **SEABUCKS** to shop at the **BIZARRE BAZAAR** for anything from bubble gum to coolers to dinosaurs to clock radios to flamingoes, to paddle balls, to hair dryers to golf balls, to sunglasses, to a volleyball set plus many more choices.



Purchase **RAFFLE TICKETS** with your **SEABUCKS** for other prizes.



REGIONAL GRAND PRIZE DRAWING - One student will be drawn to represent South Lakes at the Regional Prize Drawing for a chance to win the 1993 Ford Mustang, donated by Tedd Britt Ford, or one of 39 other prizes valued at \$500-\$600.

SUGGESTED TICKET COMMITTEE CHRONOLOGY

This chronology includes **only** those items that pertain to the TICKET committee.

As Early As Possible

- Decide exactly what items this committee will handle. If ticket sales or reservations are also to be part of the responsibility, plan how and where they will be handled and incorporate the necessary tasks into the schedule.
- Hold brainstorming session for ticket and/or I.D. plans keeping chosen theme in mind.

About Six Months Before Celebration

- Decide on ticket, I.D. and/or check-in packet to be used.
- Arrange to have all needed items designed.
- Begin recruiting volunteers to put packet together.
- Coordinate with other committees to receive needed materials for packets and/or check-in.
- Coordinate with chaperon/security committee for check-in procedures. Agree on which committee will be responsible for this task on the night of the celebration.
- Coordinate scheduling of ticket sales and/or distribution with publicity committee.
- Check with celebration chairperson and/or steering committee to find out how guest tickets will be handled. Guests may include foreign exchange students, spouses of graduates, dates of prom attendees, classmates who moved away before graduation or non-graduating seniors.

About Three Months Before Celebration

- Pick up any items being provided by other committees.
- Arrange for printing of all items.
- Purchase any necessary items needed to complete packets.

About Two Months Before Celebration

- Check to be sure all will be ready for following month.
- Meet with publicity committee to finalize ticket plans.

About One Month Before Celebration

- Prepare pre-celebration packets which may include ticket, list of activities, celebration guidelines, prize list, (publicity materials—last chance to sell them), and any other information students need before the celebration.
- Prepare check-in packets of materials students need during the celebration (I.D., "funny" money, map, door and grand prize tickets, activity coupons, schedule or menu).
- Work out system for dealing with ticket packet items such as door prize and grand prize tickets for anyone not eligible for them (i.e., guests, spouses, foreign exchange students, and, at grad celebrations, the non-graduating seniors).

Two Weeks Before Celebration

- Distribute pre-celebration ticket packets to students.

Day of Celebration

- Help set up check-in area.
- Return any ticket fees before the celebration, if necessary (i.e., students no longer eligible to attend)

At the Celebration

- Check or help check students in (depending upon earlier decision coordinated with chaperon/security committee) or distribute celebration packets/I.D., as students enter celebration.

Week Following Celebration

- Submit detailed written report on ticket committee to celebration chairperson.

Clean-up

The Clean-up committees objective is to provide a **FRESH** group of volunteers at the end of the party to clean-up, dismantle, store, return items, and disburse left-over food following the party. Anyone who has not been present at the end of a party such as this may be alarmed at what they see but the facilities are usually easily returned to their original state in two to three hours. Mentally prepare the committee.

Persons who stayed all night should NOT be included on this committee as they will be exhausted.

Have each committee break down their own equipment as they will have a better idea of how it can best be accomplished or what to save. Check with the decorations and activities chairpersons to determine what tools may be needed to dismantle booths and equipment.

Establish good rapport with the custodial staff of the party facility **before** the party in order to ensure cooperation *after* the party.

It is great to have each item pre-marked with one standard code by the committees using the items. Apply colored self-adhesive labels using a different color to designate what is to be saved, thrown away, returned to lenders, given away, and readied for pick-up by others. (i.e., Red, borrowed from individual or business; blue, borrowed from school; green, save for future celebrations; yellow, throw away or give to students as souvenir.)

Have available

- Large trash bags
- Adjustable wrenches
- Pliers
- Screwdrivers
- Rubber bands (for posters)
- Storage boxes (for decorations)
- Magic markers (for labeling)
- Van or a small truck.

Plan on total clean-up time taking 2-3 hours plus 1-2 hours to remove, transport, and store props. Storage facilities should be arranged well in

advance, so it is necessary to pre-determine the amount of space needed. The school **may** be able to provide space. If this is not a first-year celebration, be sure to determine how much **new** space will be needed. If necessary, arrange for storage space to be rented—and find a way to pay for it.

Food clean-up should be done by a separate group of people. Coordinate the removal of salvageable food with the food chairperson. Foil, plastic bags, boxes, and grocery bags will be needed to transport left-over food.

In some cases the facility will provide staff members to **help** sweep and mop or shampoo carpets. Paying for clean-up service is frequently welcomed by parents who have worked all night.

NOTE: Clean-up does NOT USUALLY include an inventory or proper storage of the items. These things are usually done by the Celebration Chairperson(s) and/or committee chairpersons.



SUGGESTED CLEAN-UP COMMITTEE CHRONOLOGY

This chronology includes **only** those items that pertain to the CLEAN-UP committee.

About Three Months Before Celebration

- Check with director or head custodian at the facility for information, rules, and guidelines to be used in clean-up following celebration.
- Visit and walk through the facility with head custodian to see what will need to be done.
- Check with facility personnel and school custodial staff to obtain loan of any necessary cleaning equipment.
- Begin recruiting volunteers with emphasis on those NOT working celebration.

About One Month Before Celebration

- Purchase any necessary cleaning supplies.
- Meet with decorations, activity and food chairpersons to coordinate break-down of areas, items to be stored, disposed of, or returned.

Week of Celebration

- Reconfirm use of any equipment to be loaned for clean-up.
- Walk through the facility one last time to be sure of condition to which it should be restored. Make note of any damages already in place and be sure you and the facility director are both aware of them. Polaroid pictures are helpful in documenting how rooms should be restored.

At the Celebration

- Stay home and sleep!
- Arrive during last half-hour or so of celebration, have breakfast, enjoy closing festivities.

After the Celebration

- Help break down all areas as necessary.
- Turn in any lost and found items to celebration chairperson.
- Pack up any salvageable items for following year.
- Restore facility to condition it was before celebration.
- Return items to specified locations.

Week Following Celebration

- Submit detailed written report on clean-up committee to celebration chairperson.



Appendix

APPENDIX - SAMPLES

SAMPLE COMMITTEE REPORT.

ALL NIGHT PARTY COMMITTEE REPORT

(Year)

(Name of School)

COMMITTEE:

Chairperson: _____ Phone: _____

Co-Chairperson: _____ Phone: _____

Total number of Committee Members: _____

List names and phone numbers: _____

Hours that activity was held during the party: _____ M. to _____ A.M.

Budget: Estimated \$ _____ Actual \$ _____

COMMITTEE REPORT: Add additional sheets as necessary.

1. List each major action taken by the committee along with the date.
2. Add drawings, examples and samples whenever possible.
3. Make recommendations for any changes you feel would improve this activity for another year.
4. Be sure to list where items/activities/supplies were obtained and how much each cost.
5. Would you obtain items from the same supplier again? Why or why not?
6. Add any comments about the party in general.

SAMPLE ACTIVITY REPORT for use of carnival committee. Could be adapted for use of ANY committee.

ACTIVITY REPORT

Activity:

Description:

Prizes:

Volunteers needed:

Set-up required: (time needed, # of persons, tools & equipment)

Materials: List Source, cost, how & where acquired. Would you obtain from same source again? Why or why not?

Comments:

SAMPLE EXPENSE VOUCHER to be submitted by committee members to Treasurer for reimbursement. All Night Long (Albemarle High School, Charlottesville High School, Western Albemarle High School), *Albemarle County, Charlottesville City Schools.*

EXPENSE VOUCHER
-ALL NIGHT LONG-

Date _____

PAY TO: _____

MAIL TO: (Name of person)

(Mailing address)

ADDRESS: _____

(City, State, Zip)

FOR: (Be specific)	Merchant Items Purchased From <u>or</u> Account Name if Charged	AMOUNT

PLEASE ATTACH RECEIPTS.

TOTAL \$ _____

Requested by: _____

Chairperson

Approved by: _____

Committee

PROCEDURE

1. When individuals incur or are to be reimbursed for expenses, a voucher should be obtained from the chairperson of the appropriate committee.
2. The voucher must be completed and submitted to the Treasurer along with the invoice or receipt from the supplier.
3. A voucher may be prepared for one or more expenditures from the *same* committee. If expenditures from one or more than one committee are being submitted, separate vouchers, *each* signed by the appropriate chairperson, must be used.

SAMPLE BEFORE PARTY STUDENT SURVEY. Survey done early in year to solicit ideas for current celebration. Midlothian High School, *Chesterfield County*.

2007 Post Prom Party Survey
MIDLOTHIAN HIGH SCHOOL

Seniors, please help! Complete and return this survey today. Planning for this year's Post Prom Party has begun and the Steering Committee needs your input for your party.

THEME IDEAS (check one) <input type="checkbox"/> Midlo Goes Hollywood <input type="checkbox"/> Tropical Paradise <input type="checkbox"/> Three Ring Circus <input type="checkbox"/> Around the World for '07 <input type="checkbox"/> Other _____	GAMES (check two) <input type="checkbox"/> Obstacle Course <input type="checkbox"/> Money Machine <input type="checkbox"/> Sports _____ <input type="checkbox"/> Carnival Games <input type="checkbox"/> Bingo Hall <input type="checkbox"/> Casino <input type="checkbox"/> Other _____	FOOD (check three) <input type="checkbox"/> Pizza <input type="checkbox"/> Chicken <input type="checkbox"/> Subs <input type="checkbox"/> Chips/Dip <input type="checkbox"/> Vegetables/Dip <input type="checkbox"/> Fruit/Cheese <input type="checkbox"/> Cookies/Brownie <input type="checkbox"/> Ice Cream <input type="checkbox"/> Breakfast Foods _____ <input type="checkbox"/> Other _____
CONTESTS (check two) <input type="checkbox"/> Lip Sync <input type="checkbox"/> Dance <input type="checkbox"/> Limbo <input type="checkbox"/> Look-A-Like Contest <input type="checkbox"/> Other _____	MISCELLANEOUS (check three) <input type="checkbox"/> Karok <input type="checkbox"/> Silent Auction <input type="checkbox"/> Caricatures <input type="checkbox"/> Balloon Lady <input type="checkbox"/> Photographs <input type="checkbox"/> Souvenir Shop <input type="checkbox"/> Tattoo Painting <input type="checkbox"/> Handwriting Analysis <input type="checkbox"/> Fortune Teller <input type="checkbox"/> Other _____	BEVERAGES (check two) <input type="checkbox"/> Coke <input type="checkbox"/> Pepsi <input type="checkbox"/> Ginger Ale <input type="checkbox"/> Diet Coke <input type="checkbox"/> Diet Pepsi <input type="checkbox"/> Root Beer <input type="checkbox"/> Dr. Pepper <input type="checkbox"/> Sprite <input type="checkbox"/> Diet Sprite

Please answer:

What did you like best about last year's party? _____
 What did you like least about last year's party? _____
 What time would you like your Post Prom Party to end? _____

Thank you for your help! We look forward to seeing you at the party!!!

SAMPLE AFTER-PARTY STUDENT SURVEYS

Madison County High School, *Madison County*

Dear Student,

In order to help the After Prom Party Committee evaluate this year's party AND to help with the planning of next year's after prom event, we would appreciate your comments and suggestions. Please complete this form and leave it in the special PARTY box in the Main Office by Friday, May 25.

- Did you attend the After-Prom Party?
Yes ___ No ___
- If you did not attend the After-Prom Party, why did you not attend?
- Based on comments that you heard about this year's party would you attend next year?
Yes ___ No ___ Maybe ___
- If you left the After-Prom Party early, why did you leave?
- What did you like about the After-Prom Party?
- What foods did you particularly like?
- Any suggestions or improvements for next year?

James River High School, *Botetourt County*

QUESTIONNAIRE

- Are you a junior or a senior? (circle one)
- Did you attend the Prom this year? yes or no (circle one)
- Did you attend the After-Prom party this year? yes or no (circle one)
- If you did **not** attend the after-prom party this year, could you briefly tell us why? (Did not want to stay out all night, parents would not allow me to stay out all night, attended another party or no interest.)
If you **did** attend the after-prom party, please answer the following questions so we can make next year's party a bigger success.
- Concerning the location of Limestone Park, what did you like or not like about an outdoor park compared to a large room inside a building?
- Concerning the favors that were given to you (T-shirts, stadium cups, buttons), what did you like or not like about them? Any suggestions on what you would like to see next year?
- Did you like the disc jockey that played? ___
Would you have preferred a band? ___
Comments: _____
- How did you enjoy the other entertainment (movies, tennis, volleyball, video games, pinball, goofy carnival games, ping pong)?
What would you like to see different next year?
- Did you feel the security people or the parents interfered in your activities?
- Please comment on your reaction to the food. (Did you get enough to eat? Was it the kind of

food you like to eat? Was it where you could get to it easily? Do you have other suggestions?)

11. Did you win a door prize? yes or no (circle one) Did you think the kind of prizes given were what you wanted to win?_____ Were there prizes you thought we should have had or not had?

12. On a scale of 1 to 10 with 10 being the highest rating, how would you rate the After-Prom party? 1 2 3 4 5 6 7 8 9 10 (circle one) Any other comments you wish to make?

Thanks for completing this survey. We hope to see you next year on the "ALL KNIGHT FLIGHT!!!"—James River High School PTSA



TRANSLATION OF GENERIC LETTER. Northern Virginia Project Graduation had a generic letter translated into Arabic, Chinese, Farsi, Korean, Spanish, and Vietnamese to send to parents who speak little or no English and are unwilling to allow their children to attend an all-night party due to cultural differences.

CLC/LIT

NORTHERN VIRGINIA PROJECT GRADUATION

All Night Alcohol/Drug-Free Celebrations
CELEBRATE



P.O. Box 2145
 Reston, Virginia 22090

Dear Parents of a Senior at _____ High School:

The parents of the Senior Class at our school are planning an All Night Alcohol-Free and Drug-Free Graduation Celebration for ALL of our seniors on graduation night. All of the schools listed down the left side of this page will be having one of these celebrations for their seniors. The purpose of this celebration is to provide a safe place for the entire senior class to be together one last time to celebrate their graduation from high school. Many parents, teachers, and school administrators will be in attendance at all times.

Many activities will be provided during the night. We plan to have music and dancing, carnival games, casino games, a recording studio or karaoke, a photo booth, guessing games, some athletic activities and many other things to do. We will have food such as pizza, sandwiches, potato chips, vegetable platters, cookies, cake, fresh fruit, and Coca-Cola. We will also provide a continental breakfast. EVERY student will have a chance to win prizes when they play the games. They will have a chance to win door prizes and a grand prize will be given away during breakfast.

The rules for this celebration are simple:

1. No alcohol or other drugs will be allowed.
2. The party will begin at _____ and end at _____. Students must arrive between _____ and _____. No one will be admitted after that time.
3. Only seniors from our school will be allowed to attend our party. No dates will be allowed.
4. Students may leave the party if they wish. If they leave, they will not be allowed to return to the party.
5. Students should dress in casual clothes and wear rubber soled shoes. Shorts and T-shirts are suggested.
6. Students will be required to leave all belongings—including purses—in a check room where they will be watched carefully by chaperons. Students will have access to their items any time they wish.
7. Students must stay at the party through breakfast to be eligible for door prizes and the grand prize.
8. Everything is included in the price of the ticket. No additional cash is necessary.

Here are the specific details about our school's celebration:

DATE: _____ to _____ June _____

TIME: from _____ to _____

PLACE: _____

Address: _____
 TICKET PRICE: \$ _____ Scholarships are available as we want ALL of our seniors to attend.

To make the celebration more fun, the theme will be _____

Our decorations, activities, and food will follow this theme as much as possible.

- PARTICIPATING HIGH SCHOOLS
- ALEXANDRIA CITY
- TC WILLIAMS
- ARLINGTON COUNTY
- WATERGATE
- WASHINGTON FIELD
- FAIRMONT
- EMERALD COUNTY
- AVONDALE
- CENTREVILLE
- CHANTILLY
- FARMAS
- FALLS CHURCH
- HAYFIELD
- HERNDON
- JEFFERSON
- LAKE BARBOUR
- LUXE
- LEE
- MADISON
- MARSHALL
- MALEWAN
- MT. VERNON
- QUANTICO
- WATERGATE
- WATERGATE
- WEST POTOMAC
- WEST SPRINGFIELD
- WOODSON
- FALLS CHURCH CITY
- GEORGE WASHINGTON
- LONDON COUNTY
- BRAD RIVER
- LONDON COUNTY
- LONDON VALLEY
- PAK VIEW
- PRINCE WILLIAM COUNTY
- GAFFIELD
- WILLOW
- OSBORN PARK
- POTOMAC SENIOR
- WOODBRIDGE
- PRIVATE SCHOOLS
- ALBANY HIGH
- BEVERLY HILLS
- BEVERLY HILLS
- PAUL VI

A ticket may be purchased by returning Coupon #1 at the bottom of this page. If your student needs a scholarship, please have them check with their counselor at school.

Many parents wish to help with this exciting and memorable event by cooking something special, making decorations, serving food at the party, helping with games, or cleaning up the morning after the party. If you would like to help with this celebration, please return the Coupon #2 at the bottom of this page.

We hope your senior will want to attend this exciting, fun-filled celebration with the other members of their graduating class. Please call me if you have any questions or concerns. My phone number is _____ The best time to reach me is _____

Sincerely,

Graduation Celebration Chairperson

.....X.....

COUPON #1

I wish to purchase a ticket for my senior to attend the All Night Graduation Celebration. I have enclosed my check for \$ _____

Name: _____

Address: _____

Student's Name: _____ Phone: _____

Make check payable to _____

Send to _____

.....X.....

COUPON #2

I wish to help with the party. Please call me.

I wish to make food for the party. Please call me.

Name: _____

Address: _____

Student's Name: _____ Phone: _____

Sample of Last Information Letter to Parents

May 26, 20__

Dear Parents of the Graduating Class,

Graduation is just around the corner and, thanks to the time and talents of many of you, the All Night Graduation Celebration is coming together. The support we've received from the school, community, students and parents has enabled us to plan an exciting celebration that our seniors will long remember. For those seniors who haven't registered yet we've enclosed a registration form. Just drop the registration form at the office with a check for \$45.00 payable to LBSS Graduation Celebration, or mail it as directed on the form. Students may register at the door on the night of the party, **but will not be eligible** for any of the terrific door prizes. Please see the attached letter regarding the Grand Prize drawing.

We want to take this opportunity to provide you with the rules and guidelines for the All Night Graduation Celebration. It is important that you discuss this information with your senior to ensure a successful evening.

- ALL Lake Braddock seniors are welcome to attend the party whether they graduate or not. The only adults allowed are those who have assigned duties. No exceptions.
- Seniors will be admitted to the party at Wakefield Recreation Center between 11 pm and midnight. No one will be admitted after midnight. Parents of any Senior who has purchased a ticket but does not check in will be called to inform them their Senior has not come to the celebration.
- Seniors whose picture did not appear in the yearbook will need to bring a photo ID to be admitted to the party.
- Seniors should bring only their driver's license, keys, swim suit and towel, and camera into the recreation center, although those items are not necessary. No backpacks! These items will be checked at the door and kept secure in bags labeled with the senior's name and safeguarded by parents. Plastic bags will be available for wet swim gear. Graduates will have access to their bags and belongings at anytime. Once admitted to the party, anyone who must retrieve something from their car must be accompanied by adult chaperones.
- THE USE OR POSSESSION OF DRUGS OR ALCOHOL WILL NOT BE PERMITTED. If use is suspected, or students are found with alcohol or drugs in their possession, parents will be notified to pick the student up immediately. If a parent is not available, the student will be turned over to the Fairfax County Police. No Senior, suspected of drinking will be allowed to drive away. No exceptions. Wakefield regulations prohibit smoking inside the recreation center or on the grounds. No smoking will be allowed at the party.
- Carpooling is recommended due to limited parking space.
- Casual dress is recommended and we encourage the seniors to wear their "Bruin Space Odyssey" T-shirt! Rubber-soled shoes are required for the climbing wall.
- No cash is required. All activities, food and prizes are included in the registration fee. The senior year video will be mailed out in early July to those who have registered for the party. PLEASE NOTE: If

your address changes before then, it is imperative to let us know to assure that you receive your video.

- The party ends at 5:00 am June 15. Seniors have the right to leave the party at any time, but they are required to SIGN OUT and indicate time of departure. ONCE THEY LEAVE, THEY MAY NOT RETURN AND ARE NO LONGER ELIGIBLE TO WIN ANY PRIZES.
- Our insurance coverage for the evening applies only as long as your senior is in attendance. Once they leave, our responsibility ends. Please make sure you establish your own guidelines if your senior chooses to leave. Remember, they are young adults. WE WILL NOT CALL YOU IF THEY LEAVE EARLY.
- Decorations may not be removed from the party site. At the end of the party, balloons that do not contain lights, permanent structures, or sitting on bases, may be taken.
- All door prizes must be claimed in person and any unclaimed prizes will be part of another drawing toward the end of the party. Due to donor restrictions, foreign exchange students and seniors who do not graduate on June 14 will be ineligible for the Grand Prize drawing, the chance to win the car. The winner of the Grand Prize drawing must attend the drawing held at Ted Britt Ford on June 22. If unable to attend, a second name will be drawn.

THANK YOU FOR GOING OVER THE GUIDELINES WITH YOUR SENIOR.

This celebration, exclusively for the LBSS Class of xxxx, is a gift from us, their parents. Please encourage your senior to be a part of the fun! We also encourage parents to participate ... please volunteer to help. If you can't volunteer, we will accept a monetary donation. Thanks to those who have already given so much and thanks in advance to future volunteers.

If you have any questions, please call _____ or to volunteer, _____

ATTENTION PARENT VOLUNTEERS

First shift volunteers should arrive by 10:30 pm and sign in.
Please park in the lower lot by the ball fields & follow the path to the side door.
Please remember that *drug and alcohol free* means *parents, too*.
Wear comfortable clothing and bring a flashlight!!

Celebrate Life!

Resources Addendum

The listing of these vendors is not to be considered an endorsement by Operation Prom/Graduation, Northern Virginia Project Graduation, the Virginia Department of Education, the Virginia State Police Association, or any person or group affiliated with these agencies and organizations.

Activities

About Faces	134 Scottish Autumn Ln Gaithersburg, MD 20878	1-800-923-8669 www.aboutfacesentertainers.com	balloon artists, impersonators, magicians
Advance Fuller School of Massage		757-340-7132	massage
AE Mitchell & Co. Inc.	7770-C Cinderbed Rd Lorton, VA 22079	703-550-3594	backdrops, theater props
Alexandria Back & Neck Center Roger Gossement	8403-K Richmond Hwy. Alexandria, VA 22309	703-360-1011	massage therapist
Artistic Concepts Group Laura Macurio	14508F Lee Road Chantilly, VA 20151	703-631-2213 laura@artisticconceptsgroup.com	Lighting, sound systems, temporary power dist. special effects, etc.
Atlantic Sound Machine Walter Banker	PO Box 6600 Annapolis, MD 21401	1-800-648-6373	music
Atmosphere, Inc. Jay Snyder	8838 Monard Drive Silver Spring, MD 20910		outdoor & indoor Specialty lighting
Bristol Sounds Deejays	8775-M Centre Park Dr. #155 Columbia, MD 21045	301-474-3000 www.bristolsoundsdjs.com	DJs
By George Bryan Foley & George Christakos	PO Box 772 Virginia Beach, VA 23451-0772	757-422-6420 www.entertainmentbygeorge.com	Event planners, inflatables, carnival games, etc.
Caricature Artists Marie Cheek	3700 Terrace Drive Annandale, VA 22003	703-354-6923 mariecheek@verizon.net	caricatures and face painting
Caricatures for All Occasions Dan Smith		1-800-439-9735 drawdan@comcast.net	caricatures
Clear Channel Radio	1801 Rockville Pike 6 th Fl. Rockville, MD 20852	301-255-4300	DJs
Commotion Promotions Sue Celeste	4203 Stockton Place Jefferson, MD 21755	301-371-3375	MTV Video, Jousting, etc.
Creative DeeJays	PO Box 1541 Elliott City, MD 21041	800-503-2623 www.creative-deejays.com	DJs

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Crystal Digital Media	17443 Denali Place Dumphries, VA 22026	703-445-0105 www.crystaldigitalmedial.com	videographers
Drapes and Drops	4316 Wheeler Avenue Alexandria, VA 22304	703-823-4434 www.drapesanddrops.com	backdrops
Entertainment Connection, Inc. Scott Magerar	21800 Town Center Plaza #53 Sterling, VA 20164	800-793-0085 info@austins.cc	full service entertainment company providing interactive & inflatable games
Event Digital Photography, Inc Lois Finley	6817 Carlynn Ct. Bethesda, MD 20817	301-229-3305 www.eventdigital.com	Digital photos, buttons, key chains, themed computer backgrounds
Fantasy World Entertainment Brooks Grady	5270A Cutter Ct. Prince Frederick, MD 20678	800-757-6332 brooks@fwworld.com	interactive entertainment, inflatables, obstacle course, bull ride, foam dancing photography, etc.
Howard Entertainment Howard Cutter	9815 Glen Rd. Potomac, MD 20854	301-424-7114 Howard@howardentertainment.com	inflatables, game shows, casino, arcade and video games, etc.
Jason Levison & Co.	11625 Sun Circle Way Columbia, MD 21044	410-720-1004 jasonlevinson@hotmail.com	Caricaturists, magicians, balloon twisters, face painting, tattoo artist, henna artists
K&T Entertainment Kynn	Roanoke, VA	1-866-334-9185 540-793-1188	Inflatable games, casino, theme parties, money machines, face painting DJ & karaoke, etc.
Lace Music Anthony Aversano	5500 Munsey Place Centerville, VA 20120	703-830-1060	DJ
Magic Special Events	3309 Broad Rock Blvd. Richmond, VA 23224	800-267-1533 www.magicspecialevents.com	Event planning, interactive games, casinos props
Maryland Entertainment Phil Weinstein or Lois Stern	11K Gwynns Mill Ct. Owings Mills, MD 21117	301-598-2600 410-356-1500 lois@MarylandEntertainment.com tunedpsw@yahoo.com	music videos, karaoke, wax hands, dog tags, DJs, extreme video imaging
Massino's Casinos, Inc.	10472 Windham Hill Rd. Glen Allen, VA 23059	804-267-0777 www.massinoscasinos.com	casino equip, car & horse races, golf shot
Mixed Nuts	302 Meadow Lane Vienna, VA 22180	703-281-0233	activities, clowns face painting
Penn Camera Exchange	11716 Baltimore Ave. Beltsville, MD	301-210-7366 www.pennamera.com	Disposable cameras
Show Biz Productions	1200 G St. NW Suite 800-049 Washington DC 20005	800-URLUCKY www.showbizproductions.com	casino equip., horse race programs, carnival & interactive games
Smoothie Time Mitch Rotker	400 Wisconsin Ave NW Washington DC 20016	202-363-5988 mitch@smoothietime.com	fully equipped smoothie bars, chocolate fondue fountains

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Sound Center Rob Hannah	5302 Juxon Place Springfield, VA 22151	703-430-5492	DJ
Talk of the Town Steve Rotherberg or Greg Howard	14650 South Lawn Lane #23 Rockville, MD 20850	301-738-9500 talktwn@aol.com	inflatable activities, casino, virtual reality machines, carnival games, sport cage, arcade, DJ, karaoke
Temptu Marketing Winston Chou	26 W 17 th St. #503 New York, NY 10011	212-675-4000 Winston@temptu.com	temporary tattoos, body art
Washington Talent Agency Chuck Kahanov		888-986-4640 888-238-2343 800-715-2263	entertainment and fund raising

BALLOON DÉCOR AND SUPPLIES

Balloon Fun Factory Jim	PO Box 4322	703-941-8464	Helium rentals & supplies
Balloons by Winnie	79 Beagle Rd Fredericksburg, VA 22405	540-371-2476 www.balloonsbywinnie.com	Balloon decor
E & R Sales	4800 Market Sq. Lane Midlothian, VA 23112	800-234-7474 www.ersales.com	Balloon supplies, gift products wholesale prices
Fantastic Inflations Claudia Rumberger Joyce Cragg	8513 Silverdale Rd Lorton, VA 22079	703-690-9575 info@fantasticinflations.com	On site balloon decorating for schools only & other balloon supplies
Happy Time Balloons Lee Minnix	Roanoke, VA	540-819-6335	Balloon decoration, ice cream truck catering, singing telegrams

SUPPLIES: DECORATIONS, NOVELTIES

Advanced Graphics	447 E. Channel Rd Benicia, CA 94510	800-488-4144 www.advancedgraphics.com	Life-size character standups, voice activated modules, posters, banners
Chemical Light, Inc. Windy City Novelty, Inc.	595 N. Lakeview Pkwy Vernon Hills, IL 60061	800-446-3200 www.chemlite.com www.windycitynovelties.com	Glow-in-dark novelties
M & N International		800-479-2043 www.mninternational.com	Party supplies, décor, novelties
Oriental Trading Co.	PO Box 2676 Omaha, NE 68103-2676	800-228-2269 www.orientaltrading.com	Novelties, balloons, theme items
Rhode Island Novelty	19 Industrial Lane Johnston, RI 02919	800-528-5599 www.rinovelty.com	Novelties, tattoos (decals) \$75 minimum
SHINDIGZ by Stumps	1 Party Place South Whitley, IN 46787	800-348-5084 www.shindigz.com	Decorations and favors
Stumps	PO Box 305 South Whitley, IN 46787-0305	800-348-5084 www.stumps.com	Décor supplies
US Toy Co., Inc	13201 Arrington Rd Grandview, MO 64030	800-255-6124 www.ustoy.com	Novelties, casino supplies, balloons, strobe lights

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