



# Graduation Party

for

## Class of 2019

Come and celebrate with your friends before starting new life in high school. The party includes foods, music, games and etc.

Date	Friday, May 31, 2019
Time	TBD
Location	Greene Middle School
Price	TBD

### **WE NEED YOUR HELP!!!!**

We are in need of volunteers for the following positions. If you are interested in helping planning and working for the party, please contact our co-chairs Jamie Anderson [shopgirl913@gmail.com](mailto:shopgirl913@gmail.com) or Yumei Xiong [ymx2003sf@yahoo.com](mailto:ymx2003sf@yahoo.com)

**Food** – Plan and organize food, including purchase/donations, set-up, delivery by vendors, serving and clean-up. We can make use of the Jordan kitchen for prep and food storage, including the windows for handing out food.

**Decorations** – Make, purchase and implement decorations to support the Theme. Organize and lead volunteers to implement the decorations. No decorations are needed in the MPR due to dance lighting. Must work closely with the Game Committee to ensure the game stations are appropriately decorated. Ensure tear down of any decorations including transportation and storage.

**Lighting**– Work with lighting experts . Lead works days, organize equipment transport, organize and guide volunteers. Note both Dan and Mike volunteer their time and equipment.

**Entertainment and Music** – Select, schedule and organize logistics of the DJ & music for the party. Schedule and organize overall Entertainment flow & logistics for the party.

**Games** – Select and reserve games and activities. Plan any customization to fit theme. Work with vendors to organize drop-off and pick-up. Organize volunteers to set-up, manage and clean up of all games & activities.

**Giveaways & Prizes** – Work with games and decorations to select and purchase/obtain favors and prizes for the party. Develop method for awarding prizes. A Donations Coordinator is highly recommended as part of this group. Can request gifts or gift card donations to be used as prizes.

**Photography** – Select and reserve a photo booth. Manage the booth and coordinate volunteers. Have a roaming photographer take candid shots. Coordinate/execute distribution of photos night of event and/or after event is over.

**Video/Film** – Organize and manage video in a quiet room (PE classroom). Coordinate, arrange necessary

equipment, execute show/video on night of party, and manage quiet room.

**Publicity** – Prepare, create and distribute themed publicity materials for the party to all Jordan publicity outlets. Create and distribute themed invitations and posters.

**Registration Prior to Event/Tickets** – Work with Publicity Committee to generate ticket flyer/invitation for distribution to student. Process orders and distribute tickets. Coordinate Party check in.

**Check in Night of Event** - Determine, manage and implement an efficient check in process for students prior to entering the party. Work with Decoration team to decorate the space and Entertainment team to ensure proper flow between entertainment start/showtimes and students entering the party. Work with Volunteer Coordinator to ensure a full staff of 7<sup>th</sup> grade parents to man check-in.☐

**Treasurer** – Develops and maintains party budget, report status at monthly meetings, handle disbursements and receipts. Create final report for PTA.

**Volunteer Coordinator** – Work with various sub-committees to determine their volunteer needs and help recruit volunteers. Manage overall communications to volunteers prior to event. Organize and manage a volunteer check in station. Provide overall guidance and point of contact for all volunteers. Act as lead point of contact when 8<sup>th</sup> Grade Parents are at the Promotion Ceremony.

**Hospitality** – Organize and manage a Hospitality room for volunteers and First Aid. Work with Volunteer Coordinator to provide a check-in station and storage for personal items. Secure and manage food/drink donations to serve volunteers during setup and party.

**First Aid** - Organize and manage volunteers to provide first aid during the evening. Procure any needed supplies.

**Facilities** – Work with all committees to understand their facility needs, consolidate and coordinate with school. Work with school to ensure security is available. Oversee security logistics during the night.

**Set-up/Clean-up** – Work with various committees to determine any special setup and cleanup needs. Ensure we have appropriate tools and supplies. Coordinate with school to understand expectations. Oversee set-up/clean up. No party specific decorations are to be stored in the PTA closet, therefore suggest decorations that are easy to recycle. Note that if our lighting experts are used for lighting, the take down of their equipment takes 1 1/2 -2hrs after the party ends.