

Committees

Event Chair & Co-Chair	Construction
Decorations	Entertainment
Donations/Grants	Prizes
Food/Drinks	Ticket Sales
Website/Graphics	Publicity
Thank you notes	Treasurer
Volunteer/Security Coordinator	Clean Up/Take Down (Sat AM)

Event Chair(s)

Event Chair & Co-Chair Desired Skills: Should have skills in managing large scale events, working with 5013c accounting, financial/budgeting skills, and a working knowledge of Google drive.

They are the people who organize and run the monthly meetings (starting in October), they are the go to person for the committees, they should be 'in the loop' with all the committees, they need to be at the event the whole time, or split shifts between each other to be able to answer questions and make sure it runs smoothly. They would work with SYHS office to reserve meeting rooms and anything to do with the school.

Construction

Committee Chair Desired Skills: Construction background.

The manual labor starts two weeks prior to the event. They contact someone to arrange the date to drop off the trailer by the Friday two weeks before the event (the trailer is kept on campus). Make sure Terry Westfall has the date to request to cone off the area in parking lot to the Refugio side of the Old Gym. Once the trailer is there, get a group to unload, put up pipe and drape, do any lighting/electrical, ceiling draping, etc. During the first weekend, the "Ship" will go up outside between the old gym and the music bldg. The ship is in one of the maintenance containers on campus. Day or two before the event, the fencing goes around the perimeter between the New Gym and the music room and weight room and pool and locker rooms – before the graduation ceremony. Having the fencing up before the ceremony is important so the Party Pals and other vendors can set up the outside games and people aren't walking through after the graduation ceremony. On Saturday after the event, the construction crew will need to take down the ship and panels and place it into trailer and storage shed, working alongside the clean-up crew. Electrical needs must be planned out in advance. The gym and areas are old and it seems the breaker always pops. A few Spider Boxes will be needed. Ask a maintenance crew to unlock the breaker box the day of the event, so if a breaker comes loose, someone will have access to it.

Decorations

Committee Chair Desired Skills: Previous experience with decorating for large events. Planning and organizing. Working within a set budget.

This is a big job. Planning ahead of time is crucial. Once the construction team is done putting up the panels/walls, etc, the decorating committee can start decorating. Please send out updates as to what you need and the times you need helpers. If you can help, even just a little, please get on her email list to keep up to date. We are keeping the theme "Pirates" each year. Lighting makes a big difference. Don't stress about little details, the kids don't notice. Go big. There is a trailer full of panels, cords, material, decorations, etc. A fire inspection must be called a few days prior to the event. This CAN NOT be missed. Please work with Construction chair and Main Chair for coordination.

Entertainment

Committee Chair Desired Skills: Large scale event planning. Working with various entertainment vendors. Working within a set budget.

There are many activities that can change each year (all included in the ticket price!). Examples of some in the past: outdoor games brought by Party Pals (4-way Bungee Trampoline, Bungee Run, Giant LED Foosball, LED air hockey, LED ping pong, LED Doubleshoot Basketball, LED Corn Hole, Large Skee Ball, Dance Dance Revolution), DJ, dancing, Black Jack Tournament & individual play, Henna Tattoo, Caricature Artists, Hypnotist Show, photo booth, slide show, food and prizes to keep them occupied all night.

Donations & Grants

Committee Chair Desired Skills: Experience in working with fundraising for a large event. Working with a set budget. Google drive.

One of the most important tasks is to get monetary and prize donations!! The committee starts working in January to get emails sent out to businesses and grant requests to organizations. There will also be emails sent to the SYHS families. Some grant requests may need to be sent in the fall.

Prizes

Committee Chair Desired Skills: Experience in working with fundraising for a large event. Working with a set budget. Google drive.

Prizes can be donated or purchased with donated funds. Committee will need to organize all prizes in the categories and keep a detailed list.

There are three categories of prizes. Spin the wheel, Casino games, and Large Raffle prizes.

Spin the Wheel: The prizes range from small to large: gift cards: restaurants, coffee, clothing, Amazon, Apple, Visa, iTunes, gas cards, beach items, moving out on their own items.

Every student spins the wheel to win a prize. EVERY student wins something. The students and prizes are divided into 3 groups so everyone is not spinning the wheel at the same and all get a chance to win the same caliber of prize. It is very helpful to have 3 of the same type of gift for each session of spinners so things are distributed as equally as possible. You can combine items into baskets, groupings, etc. Price Levels can vary depending on the gifts you have. Sample: Level: 1 \$0-25, Level 2: \$25-\$50, Level 3: \$50-\$75 – or other levels depending on the donations received, TBD by committee. If a student has to leave early – they can spin for a prize before they go, but they will not be eligible for the raffle prizes at the end of the night.

Casino Games: An outside vendor will supply the gaming and dealers. Students are given “funny money” as they enter the event that they can redeem for chips to play the casino games. Students can “gamble” throughout the first part of the night. If they win, they can redeem their winning chips for raffle tickets. Casino raffle will be held at the end of the event. Must be present to win.

Large Raffle: The raffle tickets for the “big prizes”/ high ticket items that are drawn at the end of the night. The more the better! Bikes, TV’s, computers, iPad, electronics, game stations, mini refrigerator, Go Pro, sky diving, wisdom teeth extraction, sporting events, concert tickets, etc. EVERY graduate will receive an equal amount of 10 raffle tickets each on their entry to the event. They can choose which prizes they want to try and win by placing their raffle tickets in the corresponding box. Only one raffle prize can be won per person. If the same name is picked, it will be set aside and redrawn. Graduates must be present to win. If a name is picked and the student is not there, the next name will be drawn.

Food & Drinks

Committee Chair Desired Skills: Event planning experience is helpful. Google drive skills. Working within a set budget.

Finger foods are the best. Slushies, coffee, water, pizza, candy and simple snacks are big hits. Donations are given frequently for this and are appreciated.

Ticket Sales

Committee Chair Desired Skills: Must be experience with Google drive, accounting experience a plus. Planning and tracking for a large event.

Sometime after spring break, “tickets” usually go on sale. Ticket prices vary from year to year, but usually run around \$50-\$65. There will be information sent via parent square and canvas. Flyers will also be posted around campus. Tickets and waivers can be purchased and filled out together on the website. They can also be purchased with a check with a hard copy of the waiver in the school business office. The waiver needs to be signed and returned with payment. NO payments will be accepted without the waiver. Kids 18+ are allowed to sign their own waivers. They will not actually get a “ticket”, the student will be put on a list for check in that evening. There will be parents at a table during lunch in the front area a day or a couple of days a week collecting the forms and money. The forms & money can also be dropped off at the campus business office. Scholarship requests – email syhsgradnitickets@gmail.com. Anyone requesting a scholarship will receive one. We try to keep the ticket prices as low as possible to encourage inclusivity so all graduates may attend. There should be an incentive given if tickets are purchased by a certain date. The incentive can vary from year to year. Although it is possible to purchase a ticket the evening of the event, it is highly encouraged to purchase them in advance so we have enough prizes for everyone and it will help with the planning and check-in. If a student who is on the list has not shown up to the event after everyone is checked in (around 10:30 pm) the parent/adult list on the waiver will be called to confirm they know. Kids are only allowed to leave early if the parent/guardian comes and checks them out.

Website/Graphics

Committee Chair Desired Skills: Graphic design skills are a must. Google Drive

Website is managed through Wix. This committee will need to create the name tags and event schedule for the lanyards, and posters to go around the school, at the ticket table, etc. Also community posters around town. And work with the publicity chair for social media posts graphics. The Yearbook teacher is helpful with printing posters

Publicity

Committee Chair Desired Skills: Social media skills. Graphic design skills. Google Drive

Posting on Instagram, Facebook. Sending out parent square messages. This committee can be combined with Website/Graphics.

Thank you Notes

Committee Chair Desired Skills: Working knowledge of Google Drive

Main chair should keep a list of all donors. List will be shared with the Thank you chair after the event. Thank yous will be sent out via email/mailchimp if possible. Letters can be mailed if necessary. Information for each donation should include:

- Date Received
- \$ Amount or an estimated worth
- Donation Description
- Donor Name or Contact
- Business Name
- Address (complete address please) (PO Box #'s in certain areas)
- Phone Number
- Email

Treasurer

Committee Chair Desired Skills: Accounting and finance skills. Google Drive

Manages the PTO/GN bank account. Works closely with the main chair on the budget and ongoing account balance. Deposits donation checks, issues vendor checks, and issues reimbursements. Will work with the PTO treasurer at the end of the year for tax purposes.

Volunteers for the Event

Committee Chair Desired Skills: Planning and tracking. Working in Sign-up Genius. Google Drive.

Anyone over the age of 21 years old can help the night of the party. We need people to stand by the doors, help with food, man the "coat check" table which is in the girls' locker room, help with trash control, help with prizes, perimeter security, entrance help, check-in, etc. Stay a few hours or all night! The coordinator can set up a sign up genius from a prior template or maintain a spreadsheet. All volunteers must be a current or previous SYHS family member. We require all volunteers to submit a Live Scan through the SYHS business office.

Clean up

Will take place on Saturday and Sunday following the event.

Clean up **MUST** be done by the end of the weekend following the event. If you are part of the Grad Nite committee - **YOU MUST BE AVAILABLE FOR CLEAN UP**

This is a huge job that needs lots of people! We start cleaning up right after the kids leave at 5:00am. Everything has to be taken down in one day, items returned if borrowed or sorted and put into containers, things put back in the trailer for next year, the gym needs to be swept, trash taken out, grounds picked up. Come when you can, for as long as you can. Bring your family and friends!

Anyone can help! The more hands the faster it goes. The fastest it's ever been finished is by 10am, but could go longer. We need the construction crew and decorators there since they know how everything went up and where it belongs. There are lots of items, material, etc that need to be put back in bins, items returned, sweep, throw trash away, etc. that anyone can do. Getting some strong people to help with the big stuff is crucial. The trailer must be gone on Monday.