

# Timeline for Planning Post Prom

## Early - January Post Prom Preliminaries:

- ❑ Get prom date on MHS District calendar/call MHS District Office-secure date w/Marathon City Sports Center.
- ❑ Schedule 1st Post Prom Planning Meeting Mid-January.
  - ❑ Normally held @ Marathon City Sports Center
  - ❑ Notify Marathon City Sports Center of meeting date/time.
- ❑ Email Dave Beranek/acting principal 1 week prior to meeting date, to send out meeting notification to all parents on MHS app & MHS Facebook - include place, date, time.
- ❑ Update all prom documents on Google Drive Acct. to replace the ones on the Post Prom Website under the MHS/Families/Post Prom tab.
  - ❑ Adam Jacobson @ MHS takes care of updating the post prom website on the high school page. Contact Adam by email w/all updated documents to replace expired ones - this website is available for parent's to reference post prom documents & information.
  - ❑ Make sure all dates & times are changed for new year on the documents.
- ❑ Contact Jackie/Kris in MHS Office to make arrangements to copy/mail both parent & business sponsorship letters w/school mailing in late January.
  - ❑ Provide a 2-sided Parent Letter/Donation Form & Business Sponsorship Letter/Donation Form on white paper to Jackie/Kris in MHS Office along w/2 reams of bright colored paper purchased by the post prom committee. Approximately 500 sheets.

## Pre-Meeting Planning

- Print 150/2-sided business sponsor letters.
  - Purchase envelopes to stuff business sponsorship letters for distribution/ mailing.
  - Print Post Prom Treasurer & Business address mailing labels for distribution or mailing.
  - Print 10 copies of business sponsors list to hand out & go through w/committee volunteers.
  - Provide a signup sheet with volunteer committee members in attendance along w/their #'s & emails.
  - Appoint a secretary if there isn't one & have them record meeting notes for future reference.
  - Draw up detailed meeting agenda & print 10 copies for meeting distribution:
    - Introduction of committee members- Coordinators, Treasurer, Secretary & new volunteers.
    - Give a brief overview of post prom & the mission.
    - Go over brief budget information - current balance, expenses from previous year, approximate collections expected for current post prom year. (Should keep small "slush fund" in case collections are down for the next year.)
    - Assign Business Sponsor Letter Distribution to committee members. Record on master copy who is responsible for each business for follow-up purposes.
    - Entertainment Options - Discuss Ideas
      - Decide/Secure contract(s) w/i 2 weeks of first meeting.
- Novelty Item Discussion
- Decide what & where to get item by next meeting & try to place order.
  - Set up Sub-Committees
    - Food/Beverage
    - Decor
    - Games/Activities
    - Volunteers for party night
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- Set up next meeting in a month.
  - Any group discussions/decisions can take place by email until that date. Email - marathonpostprom@gmail.com
  - Treasurer s/b receiving donations, depositing them, & recording them in the spreadsheet on Marathon Post Prom Google Drive. They should also update Budget Form.

## Second Meeting Late February

- A week before the meeting have the acting principal post a notice on the MHS notification app/MHS Facebook of the post prom meeting date, time, and place.
- Print updated sponsor listing w/rec'd donations to go over w/committee.
- Draw up meeting agenda (Print copies for meeting)
- Sign In Sheet - mostly for new attendees
- Introductions if new volunteers & brief overview of post prom.
- Secretary go over previous meeting notes.
- Review sponsor listing & budget tracking.
  - Sub-committee progress updates:
    - Food/Beverage-go over w/manager @ MCSC
    - Entertainment-Contracts/Deposits signed & pd.
    - Decorations/Theme/Supplies
    - Games/Activities
    - Volunteers for party-developing & filling in.
- Novelty Item Update-finalize decision/place order.
- Individual/Small Group Assignments:
  - Volunteer(s) to be in charge of the design, layout, ordering of the sponsor poster to hang @ high school 2 weeks prior to prom.
  - Volunteer(s) to design posting of sponsors for Marathon Area Business Website, MHS facebook page, MHS post prom website.
  - Volunteer to design/order posters for advertising ticket sales & activities/event policy to hang around MHS - by doors, wellness center doors, water fountains, lunchroom, office window.
  - Volunteer to put together Parent/Student Letter & Event Policy/Waiver & Release Form for all school mailing in March - find out from MHS Office what the "Need By" date is. Supply 2 reams of bright colored paper for the 2 sided letter/event policy, & waiver release form.

**This has to be done w/an all school mailing before ticket sales week & on colored paper to call attention to the documents.**

- Arrange w/Jackie/Kris in MHS office for mailing of Parent/Student Letter & Event Policy/Waiver Release Form mid- March
- Set next meeting date - Late March.
- Group Email s/b used between meetings for any questions or decisions.

## Third Meeting - End of March

- Dave Beranek/acting principal to send notification of next meeting details on MHS app.
- Finalize Sponsorship Poster order/hang @ MHS 2 weeks prior to prom date.
- Finalize Budget Amounts
- Shop for Grand Prizes based off budget & collections before ticket sales.
- Notification on MHS app, daily announcements, & MHS facebook for ticket sales one week before - Dave Beranek/acting principal.
- Hang Activities/Ticket Sales Poster @ MHS week before the sale date.
- Decorate Case w/grand prizes week before ticket sale date. - Arrange w/Jackie/Kris in the MHS office.
- Touch base w/manager @ Marathon City Sports Center to make sure food & supplies needed are ordered/available based on previous years information.
- Go over w/Jackie & Kris ticket sale details - hang event policy in MHS Office window prior to & during sales:
  - No ticket sales w/o signed waiver form w/2 guardian contact phone #'s.
  - No late sales or ticket sales @ the door.
  - Only one guest per student & guest must have signed waiver/release form.
  - 5 winners drawn for free admission if tickets purchased on first date of sales.
  - Student Attendee Listing
    - Alphabetically arranged w/Grade
    - Guest listed in third column next to student's grade
    - Winners of the drawing highlighted
- Set up Final Meeting - Wednesday before post prom - put together student registration materials(Wristband, Grand Prize Ticket, 50 bucket prize tickets, any coupons given by businesses, novelty item - each student is assigned a number that these items are labeled with), bucket prizes, bucket prize list, bucket prize description sheets, grand prize sheet for each prize for student selection.
- Go thru a run down of responsibilities for volunteers on the night of the event.
- Keep any communications going through group email as the date approaches.

# Post Prom Night..

Meet @ the Marathon City Sports Center @ 6:00 for preliminary set-up, decorating, organizing in the banquet room.

Parent volunteers usually order food, leave to attend the Grand March @ MHS usually 8:30 pm, or go home before meeting back @ 9:30 -10pm.

Parent volunteers return to finish set-up & final preparations @ 9:30-10:00 before registration begins @ 11:30.

Before students arrive make sure everyone understands their roles.

Once registration is done between 11:30 - 12:00, give a brief announcement of activities, what & where students who signed up for bowling & corn hole tournaments s/b.

Let students know their bucket prize tickets need to be turned in by 1-1:30. Tickets will be drawn in advance by post prom volunteers & posted for students to claim before they leave.

Encourage available activities throughout the night.  
Announce the next bowling shift ten minutes before it starts.

Grand Prize Drawing @ 2:00am.

Dismiss students, clean up, 2020 post prom in the books!

## Wrap up Items:

Schedule Wrap Up Meeting to go over the Post Prom Party to review how the night went, what worked, improvements for next year.

Junior English Class to write & mail thank you notes to businesses & individuals who donated to the post prom party. (Cards & postage supplied by post prom committee) Barb Krautkramer handles this.

TP Printing "Thank you" Ad typed up & submitted to Record Review.

Final Receipts & Expenses paid.

New Committee coordinator to take over...