

Grad Ball 2017 Committees

Important Dates:

Fun Fair/Town Fair: June 22 – 25, 2016

Tear Down: Saturday, June 25 and Sunday, June 26

Beefsteak: Saturday, November ____, 2016

Working in the Gym starts: Memorial Day Weekend (Sat, Sun and Mon) and continues straight thru at nights and on weekends up to Graduation

Graduation: June 25, 2017

Parent Party: June 26, 2017

Acknowledgements

Responsibilities include writing thank you notes on behalf of Grad Ball to all donors.

Grad Ball Journal (aka Ad Journal)

Responsibilities include advertising, soliciting, collecting, and receiving donations of ads, boosters, and acknowledgements for graduation journal. Prepare journal for print and make arrangements with printer to meet all deadlines.

Art & Design

Artistic ability required to chair. Responsibilities include creating the mini scale Grad Ball box, final scaled drawings on graph paper, projection, and supervision of painting of scenery onto flats, choosing best colors, creating appropriate and appealing atmosphere in the Grad Ball setting keeping with the theme. Committee will expand once theme has been decided. This committee will work closely with all committees.

Baby Pictures

Responsibilities include collecting baby pictures for each graduate and scanning them. Working with art & design pictures will be displayed creatively in keeping with the theme, and taken home by the graduates.

Beefsteak Dinner Auction

Responsibilities include planning a night out for grad ball parents and their guests for a beefsteak dinner, silent and live auction, and 50/50 raffle. Setting the date, renting the hall, contacting the caterer, ticket sales, reservations, soliciting donations from parents and businesses, preparing baskets, writing a program for the evening's activities, etc.

Breakfast for Grads

Responsibilities include the planning of a breakfast for the graduates the morning after Grad ball in the Grad Ball setting. Includes food, beverages, paper goods, hostesses, and clean up.

Construction

Responsibilities include organizing the rifle room before teardown to accommodate things being brought back in, meeting with theme, electrical, and art and design chairpersons so you can help them be aware of construction issues and answer any questions. Set up a schedule of work nights during the year for crew to build necessary settings as per the requirements of art & design. Once in the gym give the Grad Ball chairs a list of work to be done and assign team managers so all that arrive to help have a construction crew member to work under. This committee will work closely with art & design and painting. Chairs must be present for the inspection by the town.

Dinner

Responsibilities are to decide the dinner menu and select a caterer. Work with art & design in keeping the menu in line with the theme.

Electrical

Responsibilities include meeting with art and design and Construction as to the necessary lighting and wiring needed. Responsibilities also include getting DJ and other entertainment requirements and all necessary permits and to familiarize yourself with the electrical set up in the gym before construction begins. Chairs must be present for the inspection by the town.

Favors

Responsibilities include proposing ideas, tied to the theme, for a gift to give to the grads. Once gifts are decided upon do all the necessary work to get prices and order early. Decide how they will be presented to the grads.

FunFair/Town Fair

Responsibilities include meeting with town fair coordinator to determine how many volunteers will be needed to work the gaming booths at the fair. Set up a 4 day work schedule to manage gaming booths. Contact the class advisor about getting students to help at the fair (clean up, water distribution, chairs set up...NJ state law...they are not allowed in the gaming booths or handling \$)

Guides

Responsibilities include helping the Grad Ball 2013 committee. A few days before graduation you will contact this year's grad ball chairs and meet with them to see where they would like you to place the guides for this year's grad ball viewing. People are needed from 2:30 to 5:00pm and 6:00 to 9:00pm. Guides will be positioned in certain areas to make sure nothing is touched and to tell viewers information about the theme. You will need someone at the exit to collect donations for Grad Ball 2014.

Hospitality

Responsibilities include arranging for ice, food, snacks and beverages for workers at tear down (2013) and in June (2014) when we get into the gym. Get volunteers to cook dinners and bring snacks and desserts or plan to purchase some days.

Invitations & Reservations

Responsibilities include designing invitations and having them printed and mailed to the seniors; mailing invitations to VIP's to attend the viewing of Grad Ball. You are also responsible for the seating arrangements. Grads will most likely have their tablemates picked out but you will join groups together to complete a table.

Lawn Signs

Design the flyer and take the orders/checks.
Set up delivery and distribution.

Music & Entertainment

Responsibilities include arranging for music and entertainment for the Grad Ball. Get ideas and work closely with art & design as to entertainment.

One Shot Deal

Responsibilities include helping out wherever needed whenever necessary. Chairperson would reach out to committee members as the need arises.

Painting

Responsibilities include taking inventory of existing pain, purchasing supplies and different color paints in keeping with the theme. Work closely with art and design deciding on colors. Work crews must be set up. You begin painting after the flats are repaired by the construction committee. Flats are to be numbered as they are painted so they can be easily in placed in the gym. All other items needs to be painted will come with instructions from art & design and Construction Committees. Once in the gym keep a list of all things to be painted so workers have a job when coming to help.

Parent Party

Responsibilities include planning a party in the grad ball setting for the parents to enjoy after their hard work constructing the Grad Ball. This is held the Friday night after graduation. Your job is to decide on catering, and paper goods and clean up.

Photography

Responsibilities include taking pictures of students for Grad Ball journal and video, and of parents throughout the whole Grad Ball process (tear down, fundraisers, construction).

Publicity

Responsibilities include working closely with Grad Ball and fundraising chair persons to decide what events to publicize in the paper. Also responsible to get someone from the local paper to attend Grad Ball.

Scrapbook

Compile a scrapbook of the event, including press clippings. When album is completed it is brought to the Glen Rock Public Library where it will be available for viewing along with past years books

Security

Ensure that entrances/exits are secure.

Sewing

Responsibilities include sewing items needed for the theme. This does not include table cloths

Scrounge

Responsibilities include finding various specialty items needed for the themes. This mostly comes from donations (all items will be returned) and in some cases if purchased, comparison shopping must be done. All money will be reimbursed.

T Shirts

Responsibilities include designing a grad ball 2014 T-shirt for parents to wear while working on the ball. Take orders from parents and decide how many to order and sizes to order. This is not a fundraiser.

Table Decor

Responsibilities include coming up with ideas in relation to the theme for centerpieces and table settings (tablecloths, napkins, dinnerware, etc.) Work closely with art & design. This committee is also responsible for ordering the tables and chairs and working closely with the food committee to see what additional items need to be ordered. You will also be responsible for the ironing of all the linens before they are put in the tables.

Theme Committee

Responsible for many creative ideas and concepts throughout our grad ball.