

**2012 Senior Class Party**  
**Sub-Committee Descriptions**  
**10/30/11**

- 1) **Sign up for a sub-committee.** Various sub-committees are needed for this event to be a success. Their descriptions are below. Contact a steering committee member with your interest in being a sub-committee spokesperson or member. Some sub-committees need up to 10-15 families. The spokesperson will give the status updates during our monthly meetings. Binders containing sub-committee historical information are available.
- 2) **Committee Descriptions:**
- a) **Calling/Email – Spokesperson:** Doug and Candy Roby 362-1498. Coordinate group communications.
  - b) **Check-In – Spokesperson:** Kim Weihe 361-1120 & Marla Durfee 361-9965. Secured check in at the door; students must have consent forms, identification and be on the registered list; create list of students not checked in; have a process for walk-ins; scholarships for students that cannot afford party; wrist bands; gift bags.
  - c) **Clean Up – Completed for the 2011 party.** Plan, organize and participate in cleaning up after the party; solicit junior parents for coverage.
  - d) **Decorations – Spokesperson:** Diane Jones 360-1462. Plan, design, construct, set up and take down decorations; secure storage before and after. This is repetitive year after year as the students have never seen it before. All needed decorations are in the storage unit. Determine theme. T-shirt design.
  - e) **Entertainment/Games – Spokesperson:** Candy Roby 271-7819 and Cathy Regis 362-9745. Search and secure stage entertainers; secure other entertainment; solicit donations and purchase gifts; organize set up; schedule workers. This is also repetitive year after year. The hypnotist and illusionist contracts are being written. Dakota Entertainment is used for a variety of activities. Poker tables are in the storage unit.
  - f) **Food – Spokesperson:** Craig and Jill Matson 361-1889. Plan menu; solicit food donations; make other purchases; schedule and arrange food deliveries; set up, operate and clean up food area
  - g) **Fundraisers – Spokesperson:** Kelly Weise 728-1624:
    - i) New sub-committee to organize all fundraisers.
    - ii) **Concessions – Spokesperson:** Joy Johnson 360-9473 (events), Julie Shepersky 275-6944(ordering), Bev Haschke 361-6458(coordinate workers). Largest fundraiser. Organize and purchase supplies for concessions; supervise and coordinate volunteers to work at concession stand during school activities. Current committee will meet with the group from this year to share what they have learned.
    - iii) **Basketball Tournament (December 9<sup>th</sup> and 10<sup>th</sup>) – Spokesperson:** Greg 838-6356 and Laurie 376-4512 Thompson and Wendy Gehle 310-0897Secure facilities; plan and organize tournament; solicit corporate sponsors; distribute flyers; schedule games; secure referees, scorers, vendor for t-shirt sales, ticket takers and concession workers.
    - iv) **Large raffle – Spokesperson:** Kelly Wiese 728-1624. Solicit donations or contributions; coordinate ticket sales and prize distribution.
    - v) **Quarter Craze – Spokesperson:** Candy Molyneux 274-0807. Coordinate Quarter Craze event for 11/7 at the VFW.
    - vi) **Other potential fundraisers – Pancake Feed, Car Washes, Poker Run (motorcycle ride); Walk/Run 5k; 50/50 Raffle during games; Burger King Whopper Blitz.** Need Spokesperson for each fundraiser.
  - h) **Business Donations and Gifts – Spokesperson:** Kelly Wiese 728-1624. Solicit various businesses for donations or contributions; purchase gifts; secure gifts before party; organize, set up and schedule workers to operate gift distribution at the end of the party; will coordinate and communicate with other committees with regards to donations/contributions.

- i)** Publicity and Ticket Sales – Spokesperson: Christen Rennich 334-7230. Organize, sell and track ticket sales; publicize party; consent forms, distribution of t-shirts.
  - j)** Security – Spokesperson: Scott Johnson 543-5579. Work closely with school officer and custodial staff; establish procedures for code violations; arrange for medical staffing (we have the required on site nurse); insure only registered guests are allowed inside; secure and block off unused areas of the school; secure perimeter of the building.
  - k)** Senior Video – Spokesperson: Derek Soukup 261-9462. Collect photos throughout the senior year; set them to senior’s favorite songs on video; distribution DVDs; possible collection of fees. Some discussion about types of photos to include (baby and senior picture of all seniors); possibly take pictures during the event.
- 3) Steering Committee:**
- a)** Chair – Jodie Berens Phone: 351-5845, email: [Berens5@sio.midco.net](mailto:Berens5@sio.midco.net)
  - b)** Treasurer - Larry Gehle Phone: 310-0897, email: [ldgehle@gmail.com](mailto:ldgehle@gmail.com)
  - c)** Secretary - Amy Fick Phone: 321-3750; email: [amy.fick@citi.com](mailto:amy.fick@citi.com)
  - d)** Member – Kelly and Curt Brewers Phone: 351-8310, email: [Kelly.brewers@avon.com](mailto:Kelly.brewers@avon.com),
  - e)** Member - Linda Tyler Phone; 362-4390, [lindat@sio.midco.net](mailto:lindat@sio.midco.net),
  - f)** Member - Mike Berens Phone: 351-5845
  - g)** Member - Wendy Gehle Phone: 310-0897 [wsgehle@gmail.com](mailto:wsgehle@gmail.com)