

## All Classes

# PARENTS

The Senior All Night Party is too BIG to be run by senior parents alone. The continuity of our mixed group allows us to build on experience and run a smooth party year after year. Without your help, the future of this event could be in jeopardy!

**We are looking for new committee members. Several openings are available for the 2018-2019 All Night Party Committee. Below are the open chair positions and a brief description.**

**Main Chairperson-Co-Chair** – We are in need of a main chairperson for this year and going forward – this would be a good position for a freshman parent since this individual can help lead the party each year for the next four years and make sure that it's a success for their graduate – but any parent is welcome to do the job. This person is the main “go to” person and basically makes sure that the party runs smoothly– he/she attends all the All Night Party (ANP) meetings, reserves the room for the meetings, provides the agenda and supports the needs of everyone else on the committee. This individual is the “go to” person the night of the party.

**Secretary** - Attend meetings and take notes. Type up notes to be approved at next meeting. Maintain, distribute and archive minutes from meetings. Communicate with school staff and committee chairs as necessary. Oversee the Vault and help the night of the party where needed. Love to throw parties!

**Publicity** – Updates monthly All Night Party newsletter to be posted within school newsletter each month. Updates bulletin board located in cafeteria reminding Seniors to buy tickets, etc. Sends out reminders throughout the year regarding the party and sign up to help sell tickets beforehand to help raise money to prepare for the party at the end of the year.

**Games** – Maintain games and maybe come up with a new game. Give volunteers their game Instructions and raffle tickets. Make sure games are running well the night of the party and volunteer staff has everything needed. *Works the entire night overseeing the Games sections make sure that volunteers break down areas (game get to upper deck and rentals are ready for pick up).*

**Entertainment** –Lines up the entertainment for the whole evening (must work within a budget). *Works the entire night overseeing the Entertainment sections. Making sure that volunteers break down areas and taking supplies to the upper deck.*

**Fundraising-Co-Chair** –Sends out letters to businesses requesting contributions of products or money, sells advertising space in program, organizes our "prom package" and underclassmen ticket raffle. *Works the night of the party assisting with setup and delivery of prizes and any related giveaways (radio station).*

**Food Co-Chair** – Solicit local business/restaurants for food donations/discounts (must work within budget). The party has a database of local businesses to contact. Mail or email businesses in April for food. Follow up with phone calls in May to set up food pick up – coordinate and communicate with the volunteers. Coordinate the volunteers who are picking items up on Friday/Saturday – afternoon and evening. Keeps the food coming the night of the party. *Works full night to oversee volunteers in Kitchen and Café. Make sure kitchen is clean on Sunday morning.*

**Volunteers**– Work with a current out going Senior Parent to learn how this area of the party is coordinated Maintain sign up genius account. Start recruiting volunteers. Draw up flyers to distribute at Senior information night in the fall and at fall and spring conferences. Send out email reminders starting in May. Make name tags for all volunteers. *Work the check in table the night of the party.*

***This is a great group and a wonderful cause to put your time into. The committee meets the second Wednesday of each month from October through May (excluding December). Please help to ensure future seniors are able to enjoy a great party by becoming a committee chairperson. If you have any questions or would like to chair an open position, please contact [chairperson\\_asanp@yahoo.com](mailto:chairperson_asanp@yahoo.com)***