After Prom Party Guide

How to plan a fun substance-free party

By Lori Heatherington

The Senior Prom is supposed to be one of the happiest nights of a teenager’s life, but for too many it turns into a nightmare. Drugs, alcohol and a “tradition” of unsupervised parties after the prom generally results in trouble. Some teenagers only end up embarrassed while others end their revelry in police custody with hangovers, or involved in a vehicle accident – or worse. **This guide is a tool** to help create an alternative to prom night tragedies. By following this outline, you can organize and implement an After Prom event that is a fun-filled PARTY to remember!
Introduction

Hello, my name is Lori Heatherington. On behalf of every parent who has ever worried about a teenager, thank you. Thank you for caring about the safety and well being of the young people in your life. Thank you for stepping out in faith and organizing an event that helps to save lives on prom night. This project began as an act of love; my love for my daughter and the desire to make sure she was safe. Looking back, I can honestly say that when I decided to organize the After Prom party for her senior class, I was not aware of the most of the topics in this book. I had never planned a large scale event.

When it came to After Prom party planning, I learned what I needed to know – the hard way. No one on our committee had ever planned an After prom party so the learning curve was steep and mistakes were made, but like most of life’s lessons, they helped me to discover a better way to do things. In spite of my lack of formal event-planning experience, our After Prom party was planned and executed in less than eight weeks and was an extraordinary success.

My daughter’s prom occurred before the tragic events of 9/11/2001, the ever-changing Homeland Security regulations and prior to the federal “Do Not Call” list. Although society has implemented protective rules and policies for our safety, the need to safeguard our children on prom night remains a challenge. To address this challenge I have created this eBook.

This eBook is for parents, teachers, and volunteers who can not afford to hire a professional event planner. As one who has been there, I have addressed important topics that are worth knowing before you get started and outlined steps for planning the event. Because the After Prom party is a sponsored affair it is important to safeguard yourself, the school, the volunteers and the students. To ensure that legal and financial requirements are met, I recommend that you consult with an attorney. The odds are, at least one senior class parent is an attorney and will be willing to review your plan pro bono.

The first time you review this material, you may feel overwhelmed. However, don’t let the
unanswered questions intimidate you. This guide was developed to inform you of the kind of questions to ask as you forge ahead. So, relax, take a deep breath and realize that a group of loving and committed parents are capable of anything when it comes to keeping their children out of harm’s way.

Good luck and have a great party!

Lori

Lori Heatherington
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Preliminary Planning

Why Plan an After Prom Party?

High School Prom... according to the U.S. Department of Transportation (DOT), on a typical prom weekend:

48 American teenagers are killed in vehicle crashes, 5,202 are injured and 40% of the deaths are alcohol-related.

Unfortunately, prom night is often regarded as a "right of passage" and too many teenagers use it as an excuse to abandon their core values, and common sense - and go wild. As parents and caregivers, it is sometimes necessary to protect our children from themselves by providing an alternative.

Believe it or not, there are high schools that pay as much as $100,000 to hire a party planner and stage an After Prom party. If that does not describe your budget, then this guide is for you.

Where will they go, and what will they do after the prom?

To resolve this dilemma, senior class parent volunteers and parent teacher organizations plan After Prom parties. Typically, the After Prom party is an all-night, substance free event designed to insure the safety and well being of high school teenagers on prom night. Venues range from the high school gym to a cruise ship, and party favors vary from key chains to automobiles. Either way, the objective is to offer an all-night party to the high
school senior class and reward those who attend with gifts and door prizes. The added benefit is that parents can rest easy knowing that their teenager is at a supervised event and not out driving around looking for excitement.

Step Up to the Plate

How do parents do it? They do it with commitment, courage and determination. Not only do parents volunteer their time, they also donate their money and ask other parents and the community to help in the process. Perhaps the biggest challenge is just getting started, finding the person who can pull it all together. Every year someone has to step up to the plate to organize the volunteers and to plan the party. Chances are that someone is you since you’re the one who has downloaded this eBook. Congratulations!

If this is the first time you’ve attempted to plan such a party, this reference guide will introduce the major planning points and provide suggestions and tips from beginning to end. If, on the other hand, you have planned an After Prom party before, this time-saving guide will serve as a reminder of what it takes to organize the party and provide ideas to help you do it faster.

Either way, this eBook will lessen the learning curve so that you can hit the ground running and make the best use of your time and resources. This guide and your commitment to the safety of your high school students will prepare you to plan and host a successful After Prom party.

It’s easy to get distracted

Although there is no time like the present to get started, all too often this party takes a back seat to the Prom and other extra curricular activities that precede it. It’s easy to get distracted during the school year when you think you’ve got all year to plan.

The first time I gave thought to an After Prom party was about two months before the prom. So, I know that where there’s a will, there’s a way. I encourage anyone faced with a short lead time to review the Planning Schedule, figure out what you can realistically do and get busy. Remember: Effective planning is a key ingredient to the success of the party!

Planning Schedule
<table>
<thead>
<tr>
<th>DATE</th>
<th>TASK</th>
<th>STATUS</th>
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<tbody>
<tr>
<td></td>
<td>Call the high school and ask if an after prom party is being planned</td>
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<td></td>
<td>Call other parents and ask if they're interested in forming a planning committee</td>
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<td></td>
<td>Review and research &quot;Liability Considerations&quot;</td>
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<td></td>
<td>Schedule the first meeting and outline a meeting agenda</td>
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<td></td>
<td>Conduct a meeting for interested parents and school officials</td>
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<td></td>
<td>Elect a chairperson, secretary and treasurer for the committee</td>
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<td></td>
<td>Discuss sponsorship and liability considerations</td>
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<td></td>
<td>Define the committee’s mission and objectives</td>
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<td></td>
<td>Select a committee name</td>
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<td></td>
<td>Develop a list of potential donors</td>
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<td></td>
<td>Develop a list of desired gifts and door prizes</td>
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<td></td>
<td>Develop a timeline</td>
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<td></td>
<td>Survey students</td>
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<td></td>
<td>Tally student survey</td>
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<td></td>
<td>Inform parents and request volunteers</td>
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<td></td>
<td>Choose a party theme and activities based on student survey</td>
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<td></td>
<td>Decide on a ticket price</td>
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<td></td>
<td>Obtain price quotes for all expense items</td>
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<td>Decide on food &amp; beverage menu</td>
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<td>Develop a proposed budget</td>
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<td>Develop party policies</td>
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<td>Apply for grants</td>
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<td>Apply for any permits that may be required</td>
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<td>Choose a facility</td>
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<td></td>
<td>Solicit area businesses and merchants for donations</td>
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<td></td>
<td>Distribute permission forms to parents and solicit donations</td>
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<tr>
<td></td>
<td>Promote the party</td>
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<td></td>
<td>Sell tickets</td>
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<td>Task</td>
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<td>----------------------------------------------------------------------</td>
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<tr>
<td>Maintain a list of ticket sales</td>
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<tr>
<td>Maintain a list of all donated items and the value of each</td>
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<tr>
<td>Order the food and make arrangements for pickup or delivery</td>
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<tr>
<td>Mail thank you notes to donors</td>
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<tr>
<td>Get the senior class involved in fundraising</td>
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<tr>
<td>Purchase decorations and supplies</td>
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<tr>
<td>Make arrangements to lease or purchase activity equipment</td>
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<td>Develop work schedules</td>
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<td>Prepare a plan for leftover food</td>
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<td>Prepare party favor packets</td>
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<td>Prepare programs</td>
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<td>Purchase beverages and pre-packaged food items</td>
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<tr>
<td>Prepare copies of all signed permission forms for registration desk</td>
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<td>Decorate the facility and setup for the party – Enjoy the event!</td>
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<td>Enforce the registration and sign-out process</td>
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<tr>
<td>Maintain a list of all gift and door prize winners</td>
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<td>Dismantle and clean-up</td>
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<td>Deliver perishable food if applicable</td>
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<td>Pay any unpaid invoices</td>
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<tr>
<td>Write thank you notes</td>
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<td>Publicly thank and acknowledge co-sponsors, donors, and volunteers</td>
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<td>Reconcile banking records and complete any financial documents</td>
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<tr>
<td>Pass all documentation on to the sponsor or secure in a safe place</td>
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<tr>
<td>Provide a copy of the Minutes, budget, and committee reports to the</td>
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<td>junior class parent representative</td>
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<tr>
<td>Donate leftover decorations to the high school</td>
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Congratulations!
Contact the High School

Before you call your first meeting, gather as much information as you can from the high school. Contact the high school front office and ask the following questions:

- Ask if the high school has any plans to host an After Prom party
- Ask if the high school would like to participate in planning an After Prom party
- Ask if the high school would allow a group of volunteer parents to meet after hours in a classroom or library
- Ask if the high school would allow your committee to place a box in the mailroom for After Prom Committee correspondence. Your committee will need a temporary mailing address.
- Ask if the senior class sponsor(s) or another school representative would like to attend your meeting. Even if the high school does not want any part of planning the party, it is still a good idea to have a representative as a point of contact for asking questions
- Ask how many students are in the senior class; knowing the senior class headcount will better prepare you for the task at hand. Also ask for a senior class mailing list
- Ask for the PTA or PTO contact information then invite that person to join the planning meeting

After speaking with the high school, call other senior class parents and ask if they're interested in forming a planning committee and decide on a date, time and location to meet.

TIP! As you read through this eBook, take note of the TIPS. These helpful tidbits of information are included to help refine your plan.
Liability Considerations

DISCLAIMER: The following information is provided as a general overview and is not professional legal counsel. For questions regarding legal business operations, tax requirements and procedural guidelines, I highly recommend that you consult with an attorney of your choice. This outline is provided so that you’ll have an idea of what type of questions to ask.

Now that you’ve made the commitment to organize the After Prom party, take a moment and read the following liability considerations. Addressing the legalities of fundraising and hosting the party beforehand will save time in the planning process. Most likely, a Parent Teacher Association (PTA) or Parent Teacher Organization (PTO) board member, a school official, or the previous After Prom party chairperson will be able to assist you.

Because of the expense and liability of an After Prom party, many high schools do not sponsor the party but generally support the efforts of the parents. Therefore, the first legality to address is sponsorship. *Will your school’s PTA or Booster Club sponsor the After Prom Party or will your committee have to solicit the help of an attorney to figure out the best approach?*

**Sponsorship**

Is the sponsoring organization considered a 501 (c)(3) non-profit, charitable organization? The reason for the question is that **not all non-profit organizations are considered charitable organizations by the I.R.S.** Although most local PTA’s are considered non-profit, charitable organizations by the I.R.S., many Booster Clubs are purely non-profit organizations. This determination will be important to donors who expect to claim a legal charitable tax deduction for their donation. If the sponsor is not a 501 (c)(3) non-profit, charitable organization then donor contributions are not legal charitable tax deductions as defined by the IRS.

Does the sponsoring organization know what the license requirements are for fundraising in your state?

Before you begin soliciting the local community for donations, are you aware of any city, county or state solicitation statutes regarding fundraising? According to the Internal Revenue Service, approximately 40 states have enacted charitable solicitation statutes to protect their residents and legitimize charitable organizations. Although educational institutions and parent teacher associations may be exempt in some areas, state statutes may require organizations to register with the state before they solicit the state’s residents for contributions. Because the rules and regulations for soliciting charitable contributions differ from state to state, it’s best to verify your exempt status. To contact your state office, please refer to the National Association of State Charity Officials www.nasconet.org and look under the listing for US Charity Offices. NASCO is an association of state offices that oversee charitable organizations and fundraising in the United States.

Will the After Prom Party be covered under the sponsor’s liability insurance policy?

Although no one likes to think about it, consideration must be given to litigious risks associated with hosting an After Prom party. Insurance coverage is a must and serves to protect the assets of the committee and to protect the personal assets of the members who volunteer to help plan and execute the party. As mentioned previously, because of the risks associated with an After Prom party, many schools choose not to sponsor the event nor allow the party to be held at the school.

Therefore the committee may be tasked with securing liability insurance coverage for the event. Fear not however, there are companies that offer insurance to parent teacher organizations for such events as an After Prom party. Companies like AIM (Association Insurance Management) www.aim-companies.com provide protection to all public schools and junior colleges. According to AIM’s website, there are five risks that parent teacher organizations need to be informed about. These risks are:

1. General Liability insurance protects the organization if someone gets injured at the party.

2. Accident Medical insurance compliments your general policy and provides medical
coverage for risks that are specifically excluded from the liability policy.

3. Bond insurance covers anyone within the organization who is entrusted with money.

4. Property insurance protects the fundraising supplies, give-away items, auction items and personal property of the organization while it is held in personal possession by any organization member.

5. Officers Liability insurance protects the officers of the organization for any decisions that they make.

R.V. Nuccio & Associates, Inc. also offers a special program of insurance specifically designed for parent teacher organizations. Their program has existed since 1952 and is underwritten by the Fireman’s Fund Insurance Company. Their website www.rvnuccio.com presents three insurance options that PTO’s may want to consider. The three coverage options are:

1. Liability Plus insurance is commercial general liability protection.

2. Bonding Plus is crime insurance protection against dishonesty, forgery, and theft of money.

3. Property Plus is business personal property replacement cost insurance protection which includes coverage for an earthquake.

If sponsored by a 501 (c)(3) non-profit, charitable PTA, then consider asking the following questions to avoid any conflict or misunderstanding of duties:

1. Does the After Prom chairperson need to be a member of the PTA Executive Board?

2. Will the PTA set-up a separate checking account for incoming After Prom cash donations? If so, who will have checking account signing authority? If not, how should checks for the After Prom party be endorsed?

3. Will the PTA Treasurer be responsible for maintaining the checking account if a separate checking account is secured? Will the PTA Treasurer maintain a detailed list of expenditures listing the date a purchase was made, by whom, what was
purchased and why the purchase was made? Will the PTA Treasurer file all necessary I.R.S. tax forms relating to After Prom Party donations? If bonding insurance is purchased who will be named in the bond?

4. Will the After Prom Committee Treasurer be responsible for maintaining detailed donor receipt records for all donated items or services making sure to include the name of the donor, address, item description, quantity, and value of merchandise or services donated to the After Prom party? Will the After Prom Treasurer be responsible for maintaining a detailed record of all cash received from donations, fundraising projects, and ticket sales? On the night of the party, will the After Prom Treasurer be responsible for maintaining a distribution list of all gifts and door prize items?

5. Will the After Prom Committee Secretary be responsible for sending thank you notes to After Prom donors acknowledging the item or service donated, the quantity donated, the value of the donation, and the date given?

6. Will the After Prom committee be allowed to use the PTA’s Employer Identification Number if required for discount purchases?

7. Will the PTA President be responsible for signing contracts with any After Prom vendors?

8. Who will ensure that the PTA is named as a co-insured on any liability policies relating to the party facility or vendor related activities? Who will maintain copies of all contracts and insurance policies?

**When accepting a donated item or service, make sure to request the value. The committee is not responsible for determining the value but is responsible for reporting and acknowledging the value of all donated items and services.**

**If the committee is unable to secure a sponsor:**

Prepare a list of questions and speak with an attorney of your choice. Make sure to take accurate notes and ask for clarification if you don’t understand something. It’s also a good idea to speak with an accountant and an insurance agent. Hopefully, these services will be
offered pro bono as a donation to the After Prom Party (don’t be timid in asking for this).

Chaperones

In addition to who is sponsoring the party, another important consideration is who will be working the party, the chaperones. Because the planning committee will rely on volunteers to plan and implement the party, consideration should be given to whether or not background checks are required. To safeguard students, the committee may want to request that background checks be completed on all party chaperones since they will be attending the party and in direct contact with the students.

Background check request can be submitted to an investigative database such as www.criminalabs.com or www.uscriminaldatabase.com. The Criminal Labs website database claims to cover 50 states and looks for felony, misdemeanor, sexual offender and predator records at a cost of $13.00 per search. The US Criminal Database website claims that they can develop a custom search package. For additional information, contact your local police or sheriff’s office.

After Prom.org resource suggestions:

- Internal Revenue Service http://www.irs.gov/
- National Association of State Charity Officials – US Charity Offices http://www.nasconet.org/agencies
- National Do Not Call Registry http://www.ftc.gov/donotcall/
- Visit http://www.After Prom.org/resources.shtml#reference for additional agenda tools, templates and information.

TIP! A review of sub-committee responsibilities is offered in the Appendix of this eBook.
**Kick-Off Meeting Agenda**

In order to kick-off the first meeting, outline an agenda. It’s important to have an agenda prepared for each subsequent meeting also. The better prepared the committee is, the more productive the meetings will be and the faster the meetings will conclude. Kick-Off agenda items include:

1) **Introduce yourselves and the Senior Class Sponsor** – Pass around a sign-in sheet so that everyone can exchange contact information.

2) **Elect a chairperson** or ask for a volunteer who is solution oriented and willing to commit a serious amount of time to oversee and coordinate the entire event. The chairperson will be the spokesperson for the committee. Therefore he/she will be required to speak publicly and:
   - Lead all committee meetings and keep the sponsor organization and the school informed of what is being planned
   - Coordinate sub-committee activities and motivate others to volunteer their time or money toward the success of the party
   - Ask for help when needed and delegate responsibilities

3) **Elect a treasurer or ask for a volunteer** who is willing to maintain detailed financial records for I.R.S. purposes, to report financial activity at each committee meeting and to be the financial liaison with any sponsor organization and:
   - Set up a new checking account or coordinate checking account activities with the sponsoring Treasurer
   - Track all income – cash donations, donated merchandise, donated services, fundraising cash
   - Track all expenses – cash payments and prize distribution
   - Prepare a budget (see example) based on income from projected ticket sales and estimated expenses as submitted from sub-committees
• Prepare any necessary tax forms or coordinate that responsibility with the sponsoring Treasurer

4. **Elect a secretary or ask for a volunteer** who is willing to record the meeting Minutes (take detailed notes) at all meetings, transcribe the Minutes, and read the transcribed Minutes at the next meeting and:

• Read all incoming correspondence and prepare outgoing correspondence such as thank you notes to all donors acknowledging the description, quantity, and value of their donation

• Maintain files – reference material, news articles

• Keep all committee members informed of meetings and timeline obligations

**TIP!** For reference on how to conduct a formal meeting, refer to Roberts Rules of Orders online at [www.rulesonline.com/start.html](http://www.rulesonline.com/start.html).

4) **State your mission and define objectives:**

To help get the committee excited and focused, develop a mission statement and define objectives such as, “Our mission is to host a supervised all-night, substance-free, After Prom party that the senior class will want to attend.”

In order to do this we will:

a) Choose a facility that is centrally located

b) Offer free refreshments, music, dancing, games, entertainment, door prizes and gifts

c) Solicit area businesses and merchants for donations

d) Solicit parents for cash donations and ask for volunteers

e) Ask the senior class to participate in money making fundraisers
Develop policies and permission forms designed to keep students safe and help to legally protect volunteers, the party facility, and the school.

Honor and recognize supporters and volunteers publicly.

After the committee defines objectives that it plans to accomplish, develop a schedule for tracking purposes. At each subsequent meeting review the schedule and make adjustments, as necessary.

5) **Form sub-committee groups** that will be responsible for a specific area of planning. Sub-committee examples include:

- a) **Fundraising**
- b) **Gifts & Door Prizes**
- c) **Facility**
- d) **Decorations**
- e) **Entertainment**
- f) **Food & Beverage**
- g) **Publicity & Promotion**
- h) **Liability & Security**

Break down the tasks and distribute the responsibilities. Make sure that everyone understands what their role requires.

6) **Select a name for the committee and choose a regular meeting time** – Decide upon a name for the committee and include it on all correspondence to area businesses, merchants, and parents (i.e. *Best High School After Prom Committee*) Select a regular time and day for the committee to meet.

7) **Design letterhead stationary** that will identify the committee with the high school and legitimize solicitation requests. Obtain permission from the high school to use the mascot logo. *(see example)*

8) **Survey the Senior Class** – Consider what kind of information would help the
committee develop a party that would appeal to students. Brainstorm and design specific questions to ask the senior class. As the Senior Class Sponsor to oversee the distribution and collection of surveys. When designing the survey, keep it simple and underplay the “lock-in” aspect of the evening. Sell the idea of a “FUN PARTY”. Put yourself in their shoes… most teenagers have been thinking about this night for a long time. This is their “right of passage”. The thought of a “lock-in” party may not be their idea of a fun evening. It will be up to you to convince them otherwise.

The survey could be a fun first use of the committee’s letterhead. Because only senior class students are being asked to complete the questions and you want honest answers, do not include a signature block. State the objective of the committee then ask the questions that you want answered. (see example)

By the way, printing or copying survey forms may be the first party expenditure, so if you have to pay for copies or copy paper, keep the receipts. This is a good time to solicit local printers for a donation. A donation for free or discounted services will prove helpful when the committee has to print solicitation letters, permission forms, programs, and thank you notes.

9) Assign Homework – Ask each volunteer to develop a list of possible co-sponsors and donors based on their sphere of influence (family, friends, co-workers, neighbors, business acquaintances, business affiliations, influential contacts). Plan to discuss the list at the second meeting. Learning who knows who can streamline solicitation requests and it's a great way to get to know one another.

10) Develop a Solicitation Pitch – Since committee members will solicit the community for gifts and door prizes, start thinking about what to say. For those who do not like public speaking, refer to the Solicitation Script for verbal pointers. For those who love an audience, develop an approach that will appeal to the community and share it with other committee members.
**Required resources**

When it's time to solicit the community, think in terms of the committee's plan and budget expectations. Items that will be needed for the After Prom party include:

- Food and beverages
- Decorations
- Gifts and door prizes
- Supplies and services

See the following lists for a more detailed explanation and *Tips* for downloading each form as an excel spreadsheet, which you can customize to meet your needs.

### Gift & Door Prize Items - Request List

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty.</th>
<th>Donor Name &amp; Address</th>
<th>Value</th>
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<tbody>
<tr>
<td><strong>Athletic Equipment</strong></td>
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</tr>
<tr>
<td>Bicycle</td>
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</tr>
<tr>
<td>Bicycle Helmets</td>
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</tr>
<tr>
<td>Footballs, Basketballs, Skis, Snowboards, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Club Memberships</td>
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</tr>
<tr>
<td>Shoes/Athletic Apparel</td>
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</tr>
<tr>
<td>T-shirts</td>
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<td></td>
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</tr>
<tr>
<td>Automobile</td>
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</tr>
<tr>
<td>Car Wash Coupons</td>
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<tr>
<td>Emergency Road Kits</td>
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<tr>
<td>Oil Change Coupons</td>
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<tr>
<td>Auto Security Systems</td>
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<tr>
<td>Car Stereos</td>
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</tr>
<tr>
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<tr>
<td>Auto Window Tinting</td>
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<tr>
<td><strong>Dorm Provisions</strong></td>
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<tr>
<td>Alarm clocks</td>
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<tr>
<td>Scientific Calculators</td>
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<td></td>
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</tr>
<tr>
<td>Computers /Laptops</td>
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<td>Computer printers</td>
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</tr>
<tr>
<td>Clock radio</td>
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<tr>
<td>Desk Chairs</td>
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<tr>
<td>Desk lamps</td>
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<td></td>
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<tr>
<td>Flashlights</td>
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<table>
<thead>
<tr>
<th>Category</th>
<th>Items</th>
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</thead>
<tbody>
<tr>
<td>First-Aid kits</td>
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</tr>
<tr>
<td>Microwave (dorm size)</td>
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</tr>
<tr>
<td>Refrigerators (dorm size)</td>
<td></td>
</tr>
<tr>
<td>Cellular Telephones</td>
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</tr>
<tr>
<td>Televisions</td>
<td></td>
</tr>
<tr>
<td><strong>Bedding &amp; Bath</strong></td>
<td></td>
</tr>
<tr>
<td>Blankets &amp; Pillows (twin)</td>
<td></td>
</tr>
<tr>
<td>Comforter &amp; Bedspreads (twin)</td>
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</tr>
<tr>
<td>Pillowcases</td>
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<tr>
<td>Sheets - extra long twin</td>
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<tr>
<td>Towels &amp; Washcloths</td>
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<tr>
<td><strong>Personal</strong></td>
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<tr>
<td>Backpacks</td>
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<tr>
<td>Cameras (film type)</td>
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<td>Cameras (digital)</td>
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<tr>
<td>Hand-held Voice Recorders</td>
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<tr>
<td>Luggage</td>
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<tr>
<td>Hair Dryers</td>
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<tr>
<td>MP3 Player/ iPod</td>
<td></td>
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<tr>
<td>iPod Docking Systems</td>
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<tr>
<td>Portable CD Players</td>
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<td>Portable DVD Players</td>
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<tr>
<td>Pre-paid Telephone Cards</td>
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<tr>
<td>Scrapbooks</td>
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</tr>
<tr>
<td>Stereo Systems</td>
<td></td>
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<tr>
<td>Television</td>
<td></td>
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<tr>
<td>Umbrellas</td>
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</table>

**Gift Certificates**

<p>| | | |</p>
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<tr>
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</thead>
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<tr>
<td>Auto Parts Supply</td>
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<tr>
<td>Department Stores</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Haircut/Styling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Supply</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Movie Rental</td>
<td></td>
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</tbody>
</table>

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<table>
<thead>
<tr>
<th>Spa/Salons</th>
<th></th>
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<tbody>
<tr>
<td>Restaurants</td>
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<tr>
<td>Sports Tickets</td>
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</tr>
<tr>
<td>Concert Tickets</td>
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<td></td>
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<tr>
<td>Airline Tickets</td>
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</tbody>
</table>

TIP! Download this checklist in MS Office Excel format. Customize it to fit your organization’s needs and print it. [Download this form by clicking here](#).
## Refreshments & Decorations - Request and Check List

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<thead>
<tr>
<th>Item</th>
<th>Qty.</th>
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<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Soft drinks &amp; Bottled Water</td>
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</tr>
<tr>
<td>Food Trays</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Cups, Plates, Napkins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table cloths</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ice</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serving Trays/Utensils</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Condiments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baggies/Saran Wrap/Foil</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Decorations</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Balloons</td>
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<tr>
<td>Helium Tank</td>
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<tr>
<td>Ribbon/Crepe Paper</td>
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</tr>
<tr>
<td>(non-flammable)</td>
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<td></td>
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</tr>
<tr>
<td>Table Centerpieces</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tables &amp; Chairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flowers</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Trash Bags</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Paper Towels</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Spray Cleanser</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brooms/Mops</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Printing/Office Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door Prize Tickets</td>
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</tr>
<tr>
<td>Pre-printed Chaperone Badges</td>
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<td></td>
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<tr>
<td>Ink Stamp for I.D.</td>
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<tr>
<td>Permanent Markers</td>
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<tr>
<td>Printing Services</td>
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<tr>
<td>Copy paper</td>
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</tr>
<tr>
<td>Key Tags</td>
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<tr>
<td>Paper Bags</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tape/Stapler/Scissors</td>
<td></td>
<td></td>
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<tr>
<td>Notebook</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peg Board &amp; Hooks</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>-------------------</td>
<td>---</td>
<td>---</td>
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<tr>
<td>Push Pins</td>
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**Rental Items**

<table>
<thead>
<tr>
<th>Truck for Hauling</th>
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<tbody>
<tr>
<td>Ladders/Hand Truck</td>
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</tr>
<tr>
<td>Sound System</td>
<td></td>
<td></td>
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<tr>
<td>Flashlights</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-Way Radios (Security)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ice Machine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Popcorn Machine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cotton Candy Machine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snow Cone Machine</td>
<td></td>
<td></td>
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<tr>
<td>Warming Trays</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ice Coolers for Drinks</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Download this checklist in MS Office Excel format. Customize it to fit your organization’s needs and print it. [Download this form by clicking here](#).
Dear Senior Class,

On behalf of parents and volunteers involved with the After Prom Committee, we need your help! We’re planning an all-night party for all members of the senior class after the senior prom. Since this is the last time your class may have the opportunity to celebrate together until graduation, we want to make this a special event. Therefore, we are asking each of you to help us plan the party by completing the attached survey.

Our plans include complimentary food and beverages and an evening filled with activities, surprises and dancing until dawn. Of course there will be a variety of free gifts and door prizes for all who attend. Because this will be your party, we want your input. So, please answer the following questions and return this form to your homeroom sponsor.

Thanks for the help!

Sincerely,

Best High School After Prom Committee
# Student Survey

Would you be interested in attending an all-night party after the senior prom that will include free refreshments, plenty of things to do, and spectacular gifts and door prizes?

| Yes | No |
--- | --- |

If you are interested in attending the party, please answer these questions:

<table>
<thead>
<tr>
<th>Do you plan to bring a date?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is your date also a senior student at Best High School?</td>
</tr>
</tbody>
</table>

| Yes | No |
--- | --- |

Would the following activities interest you:

- Casino Gaming?
- Karaoke?
- Contests? (i.e., hula hoop, limbo, music trivia, foosball tables, bingo)
- Dancing?

Would you willing to pay $5.00 per person to attend this party?

| Yes | No |
--- | --- |

What type of theme would interest you?

*(Please choose two, indicate with an x)*

| Viva Las Vegas | Mardi Gras | Disco Fever | Fabulous Fifties |
--- | --- | --- | --- |

**TIP!** Download this survey form letter in MS Office Word format. Customize it to fit your organization's needs and print it. [Download form by clicking here](#).
# Budget Outline

<table>
<thead>
<tr>
<th>REVENUE</th>
<th>Amount</th>
<th>EXPENSES</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Ticket Sales</td>
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<td><strong>Facility Expenses:</strong></td>
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</tr>
<tr>
<td>Grants</td>
<td></td>
<td>Security Deposit Fee</td>
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<tr>
<td>Cash Donations</td>
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<td>Rental Fee</td>
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</tr>
<tr>
<td>Fundraising Events</td>
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<td></td>
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<tr>
<td>Gift Cards for Merchandise</td>
<td></td>
<td><strong>Food &amp; Beverage Expenses:</strong></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Funds</td>
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<td>Food</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Condiments</td>
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</tr>
<tr>
<td><strong>TOTAL REVENUE:</strong></td>
<td></td>
<td><strong>EXPENSES</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Beverages</td>
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<tr>
<td></td>
<td></td>
<td>Ice</td>
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<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td>Plates</td>
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<tr>
<td>Entertainment Expenses:</td>
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<td>Cups</td>
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<td>Decorations</td>
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<td>Napkins</td>
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<tr>
<td>Hardware Supplies</td>
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<td>Toothpicks</td>
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<tr>
<td>Sound Equipment</td>
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<td>Plastic Utensils</td>
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<tr>
<td>Audio Visual Equipment</td>
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<td>Serving Utensils</td>
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</tr>
<tr>
<td>Disc Jockey</td>
<td></td>
<td>Warming Trays</td>
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</tr>
<tr>
<td>Karaoke</td>
<td></td>
<td>Ice Coolers</td>
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</tr>
<tr>
<td>Band</td>
<td></td>
<td>Table Cloths</td>
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<td>Rental Equipment</td>
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<td>Table Centerpieces</td>
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<td>Activity Equipment</td>
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<td>Party Favor Packets</td>
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<td>Aluminum Foil</td>
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<td>Programs</td>
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<td>Plastic Wrap</td>
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<tr>
<td>Gifts &amp; Door Prizes</td>
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<tr>
<td><strong>Administrative Expenses:</strong></td>
<td></td>
<td><strong>Security &amp; Liability Expenses:</strong></td>
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<td>Programs</td>
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<td>Permission Forms</td>
<td>Thank you Newspaper Ad</td>
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<td>Flashlights</td>
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<tr>
<td>Name Tags</td>
<td>Miscellaneous Expenses:</td>
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<table>
<thead>
<tr>
<th><strong>Cleaning Supplies Expenses:</strong></th>
<th><strong>TOTAL EXPENSES:</strong></th>
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<tbody>
<tr>
<td>Spray Cleanser</td>
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<tr>
<td>Paper Towels</td>
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<tr>
<td>Plastic Trash Bags</td>
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</table>

<table>
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<tr>
<th><strong>Promotional Expenses:</strong></th>
<th><strong>NET RESULTS</strong></th>
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<tr>
<td>Senior Class Survey</td>
<td>Total Revenue</td>
</tr>
<tr>
<td>Tickets</td>
<td>(-) Total Expenses</td>
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<tr>
<td>Posters</td>
<td></td>
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<tr>
<td>Flyers</td>
<td></td>
</tr>
<tr>
<td>Letters to Parents</td>
<td></td>
</tr>
<tr>
<td>Letters to Businesses</td>
<td></td>
</tr>
</tbody>
</table>

**NET PROFIT OR (LOSS):**

Your organization is a microcosm of the community. In all likelihood there will be members who are experienced with corporate budgeting processes and are proficient with spreadsheets. Tap their expertise for such chores as this.
**Facility Considerations**

When it comes to finding a location for the party, any local organization that has a permanent meeting facility is a candidate for consideration:

- Community Fire Hall, Grange Hall
- YMCA/YWCA Facility, Recreation Center
- Bowling Alley, Theater Complex, Sports Complex, Ice Rink
- Schools, Churches
- American Legion, VFW
- Eagles, Elks, Moose Lodge
- Restaurant, Hotel, Airport Hangar
- Country Clubs, Health Clubs, Athletic Clubs, Fraternal Clubs

Although hotel ballrooms are a possibility, they are typically more expensive, include more limitations and often require very advanced reservations. If you ask, community organizations may donate a facility but ask for a refundable deposit to secure the reservation. Ask committee volunteers if they belong to any fraternal groups or know of anyone who does.

**TIP!** If you don’t uncover any ‘HOT’ leads – pick up the phone and call local fraternal organizations. You will be surprised what’s available – if you ask.

**Popular Facility Options**

When researching possible facility locations remember the specific needs of your party and ask the following types of questions. The very first question to ask is whether the facility or ballroom is available for rent overnight and whether the organization or management would allow a supervised all-night party for high school teens? Be advised that some organizations are reluctant to rent their facility overnight and may charge a premium to do so. Questions to ask include:

- What is the size of the facility or ballroom?
- How accessible is the facility – stairs, elevators?
• Based on fire safety code regulations, what is the capacity load? Is the building compliant with fire safety codes? Does it have adequate smoke detector devices, sprinklers, fire extinguishers, and exit doors?

• How many access doors to the outside of the facility or ballroom?

• Does it have enough tables and chairs for all attendees to sit down? What size are the tables (length x width)?

• Does it have a dance floor? Does it have a stage area?

• Does is have audio-visual equipment (TV/VCR, overhead projector, projection screen, audio-video taping equipment)? A podium?

• Are electrical cord lengths sufficient on equipment that may be used?

• How many restrooms does the facility have? Are the restrooms close to the ballroom? Do the restrooms have lounge areas?

• Does the facility have public water fountains? Are the water fountains close to the ballroom?

• Can we bring in food and serve it in the facility or ballroom or do you offer in-house catering?

• Does the facility have a kitchen with: a sink, a microwave, a refrigerator, counter space, serving utensils, a place for ice storage, large waste baskets or recycle containers, a broom, a mop, hand soap, paper towels?

• Does the facility have a sound system with a microphone?

• How many electrical outlets does the facility or ballroom have?

• What kind of lighting does the facility or ballroom have?

• Is the parking lot well lit? Does it have adequate parking spaces to accommodate the senior class? Will it accommodate the total number of senior class automobiles?
• Does the facility have a list of do’s and don’ts for decorating the room?

• What is the facility rental fee for one night?

• Does the facility rental require a security deposit?

• Does the facility rental require a cleaning deposit?

• Does the facility have a janitorial staff that will mop the floors and carry out the garbage after the party?

• Does someone from the committee have to unlock and lock the facility, and if so, how is the building key obtained?

• On the day of the party, what time will the facility be available in order to begin decorating?
Publicity & Promotion

The primary responsibility of the Publicity and Promotion Committee is to generate excitement and awareness. The objective is twofold, reaching both the students and the community. One word of warning, however, is to think about whether or not your committee wants to actively promote the After Prom party to the public. Some schools may elect to not publicize their party outside of the school for fear that it makes the event (the facility and the parking lot) vulnerable to vandalism. If the committee and school officials think it’s a good idea to promote the party within the community, consider the following ideas:

### At School

- Submit an announcement and/or write an article for the school newspaper and the parent newsletter.
- Ask the school if you are permitted to post announcements/posters on school bulletin boards.
- Ask the school to make morning announcements via the PA system. Announce the party at a student assembly.
- Ask student volunteers to pass out flyers at games and school sponsored events.
- Ask to place an announcement on the school’s website or ask a committee member or senior student to develop a website for the committee.

### Within the Community

- Create a press release. Deliver it to all newspapers, radio and television stations. “Beg” for exposure.
- Ask TV/radio/newspapers to cover the After Prom party. This may help increase awareness throughout the community and pave the way for next year’s After Prom party.
- Volunteer a spokesperson to participate in interviews with radio & TV stations.
- Don’t be shy about asking local merchants to donate billboard space to promote the party. Many businesses like to help worthy causes.
Get a website

It wasn’t long ago that the job of creating a website required special skills and a substantial budget. These days, you can obtain a domain name, host a website and utilize online tools for creating pages – for only a couple dollars per month. People won’t be able to attend all your meetings and spam filters will block many of your email updates. I highly recommend that your organization utilize a website and increase your ability to inform and update members – and reach the community.

A simple website can be used to:

- State the mission of the committee
- Post meeting dates, times, and locations
- Post Minutes of the Meetings
- Post the attendance guidelines for the party
- List committee member’s names and e-mail addresses
- Post fundraising event information – activity, date, time, location
- List details about the party – date, time, location, ticket price, gift & door prize list

Recommendations:

- **GoDaddy.com** is one of the largest domain and hosting companies in the world. At the time of this writing they offered packages for $3.99 per month.

- **1&1 Domains and Hosting** combines the web’s cheapest hosting and domain prices with friendly service. 1GB Email, Website Builder. No hidden fees.

**TIP!** Sell the reasons why parents are behind this event to the community. Cite the statistics about teenage drinking and driving on prom night.
Submit a press release to local media outlets

PRESS RELEASE

Best High School
Street Address
City, State, Zip
Date: _______________________
Contact: ________________________, Chairperson
Phone: _______________________

FOR IMMEDIATE RELEASE

VOLUNTEERS PLAN AFTER PROM PARTY

Yourtown, ST – Best High School is pleased to announce that members of the Best High School After Prom Committee are planning a supervised, all-night, substance-free After Prom party for the Best senior class. The party will take place after the Senior Prom on (fill in – date) beginning at 12 p.m. and last until 5:00 a.m. the following morning. Party activities will include casino gaming, karaoke, and dancing until dawn. Volunteers are needed and donations are appreciated. Anyone who would like to donate their time or financial assistance in support of this worthy event is invited to contact the committee chairperson, Jane Doe at 555-555-1234, or email jane.doe@company.com.

###

TIP! Download this form letter in MS Office Word format. Customize it to fit your organization’s needs and print it. Download form by clicking here.
Public Announcements

For School PA System

(First Announcement – Inform the Senior Class of the Party)

Attention all Senior Students!

The Best High School After Prom Committee is hosting an all-night After Prom party for the Senior class at the Grange Hall immediately following the Senior Prom. Attendance is open to all senior students and their guest. Admission is $5.00 per person. The party will begin at 12:00 p.m. and end after the grand prize drawing at 5:00 a.m. Festivities will include music, dancing, games and complimentary food and soft drinks. For more information about the party, please see the posters in the front hallway.

To promote awareness and keep the anticipation high, make periodic “teaser” public announcements. As donations are received, choose a donated item from the gift list that will appeal to all students and promote that gift.

(Teaser Announcements – Periodic messages)

Attention all Senior Students!

By now you’ve heard that the Best High School After Prom Committee is hosting an all-night After Prom party for the Senior class at the Grange Hall, immediately following the Prom. You may have also heard that we will be giving away some fantastic door prizes. Well, we have just learned that The Stereo Store will be donating not one, but two entertainment systems with satellite radio, CD changer and $100 worth of music of your choice! That’s right, all you need to do is attend the After Prom party and you may be leaving with a new entertainment system. See you after the prom!
Attention all Senior Students!

We’d like to remind the senior class that tomorrow will be the last day to purchase an After Prom party ticket and to hand in signed permission forms. For those of you who are bringing a guest, it’s your responsibility to make sure your guest is aware of tomorrow’s deadline. Unfortunately, After Prom party tickets will not be sold at the door.

If you haven’t convinced yourself to join in the fun, start thinking about the exciting gifts and door prizes that await the senior class and purchase a ticket. This year’s door prize list includes:

- A dorm sized refrigerator
- A digital camera
- An MP3 player
- A laptop computer
- Cash drawings and gift certificates

So, please remember to purchase your ticket and hand in your signed permission form. Hope to see you after the prom!
Fundraising

As any parent of a high school senior knows, the last year of high school is expensive - so planning to make the After Prom party as affordable as a “small pizza” is a gift to every senior class member. Unfortunately, the committee may still have to solicit parents for voluntary donations. If you do have to request a donation, make sure to also ask for volunteers. You can never have too many volunteers to help set up and dismantle or chaperone at the After Prom party. A parent solicitation letter is provided (see example).

Because we all know that money doesn’t grow on trees (or sprout from seeds), the sooner the committee begins fundraising – the better! In order to engage the senior class, ask for volunteers and for ideas in the area of fundraising. It’s amazing how much money can be made selling baked goods before school and during lunch – make sure to get the approval of school officials before conducting any fundraisers on school property. As to committee fundraising – helpful tips and forms are listed below.

NOTE: Before the fundraising sub-committee begins soliciting donations, please review the liability considerations information.

Fundraising Tips

• When designing student tickets make sure the ticket is perforated and includes an identifying number on each portion. Also include the name of the event, the date, the time, the amount of the ticket, “Admit One” and “No Refund”. As tickets are sold maintain a sales list in order to update the Food & Beverage Committee as needed.

• The Chamber of Commerce may be willing to contact their membership list for
donations of gifts and door prizes. Ask committee members if anyone is personally acquainted with a Chamber member. If anyone is, then ask them to call upon their Chamber contact.

- **Fast-food franchises** are usually very supportive of the community and will often donate money or merchandise in the form of food, soft drinks, cups, straws and napkins. Ask for gift certificates to use as door prizes.

- **Decorate collection coffee can containers** – Get the senior class involved! Ask them to decorate collection coffee cans. Suggest that they use the largest container they can find and wrap it in butcher paper or a paper bag, add the school colors and the mascot logo then include a short description of what the funds are for. Many small shops and restaurants will be happy to offer counter space as a collection point. You’ll be surprised how quickly loose change grows into serious dollars.

- **Ask all parents** to contact any civic organizations where they are members and request a donation.

- **Grants** – Check with school administrators to see if they are aware of grant money that may be available from state agencies and/or community organizations. The best way to secure grant money is to apply early. Possible sources of grant funding are The Department of Transportation, The Department of Motor Vehicles, the local Board of Education, the local City Council or Chamber of Commerce and the local Police and Sheriff Associations.

- **Decide how “excess funds” will be used**. If the committee takes fundraising seriously, it may raise more money than the budget requires. Because the funds were acquired for the After Prom party, be prepared with a plan for utilizing any excess. Some ideas include:
  - Buy additional gifts and door prizes
  - Create a cash scholarship
  - Purchase library books & DVD’s that educate teens on the hazards of underage drinking and driving
  - Donate any excess money to the junior class for next year’s After Prom party
Potential Co-Sponsors/Donors

- Parents
- Parent Teacher Associations
- Parent Teacher Organizations
- School Booster Club
- Community and Civic Organizations
- Local Radio and Newspaper
- Local Businesses and Professions
- Area Merchants
- Substance Abuse Support Groups
- Local Hospital
- Grocery Stores
- MADD/SADD
- Caterers/Bakeries
- Local Restaurants
- Hotels/Motels
- Fast Food Restaurants
- Soft Drink Distributors
- Gas Stations
- Health and Fitness Clubs
- Florists
- Local Printers
- Class Fundraisers – bake sales, car washes, collection cans, etc.

Prepare a Co-Sponsor/Donor List

As sub-committees prepare to make solicitation calls on the public, make sure all members are informed with a pre-planned response for who, what, where, when, why, and how questions. Don’t forget to remind donors that the After Prom party may literally help save teenagers’ lives.

For organizational purposes, prepare a Co-Sponsor/Donor List prior to making any calls on area businesses and merchants. Make sure the list includes columns for the name, address of the sponsor, item description, quantity, and the retail value. Distribute the list to all committee volunteers so each member can log and track donated items. Not only will the list help the committee keep an exact tally of donated items, it will also serve as a thank you reminder.

To entice donors to make cash donations consider offering an opportunity for promotional exposure. A donor cash campaign designed around the concept of the Winners Circle with gold, silver, and bronze platforms allows donors to choose a level of giving that suits their
budget. Each platform is designed with elevated levels of giving and elevated levels of exposure, such as:

**Bronze platform** = $100.00 donation

The donor receives a certificate of appreciation and recognition in the party program

**Silver platform** = $250.00 donation

The donor receives a certificate of appreciation and recognition in the party program and the local newspaper

**Gold platform** = $500 donation

The donor receives a certificate of appreciation, recognition in the party program and the local newspaper, and banner advertising at the party.

**TIP!** Don’t send mixed messages to students. Although alcohol or tobacco businesses may have the funds to be a co-sponsor, consider whether their sponsorship will conflict with the goals of the committee.
Dear Senior Class Parent:

May we be the first to say, “Hip-Hip Hoorah” we’re looking forward to graduation day! In the meantime, however, we still have to get through “The Prom” and the After Prom party. This leads our volunteer committee to the inevitable – a request for funding. We realize there is never a good time to request a donation, however, after weeks of fact-finding and planning, we must ask for help. We need your financial support to provide a substance-free, “supervised,” all-night After Prom party for the senior class.

Our plans are to host the After Prom party at the Grange Hall beginning at 12:00 p.m. and ending at 5:00 a.m. Festivities will include casino gaming, karaoke, and dancing. Food and drinks are complimentary. The highlight of the party will be the distribution of gifts and door prizes. Additional information and permission forms will be made available at a later date. Because we want to make this party affordable for all senior students, we really need your help.

Based on our preliminary budget, we are asking for a cash donation from all senior class parents. Your donation will go towards facility rental, food, refreshments, entertainment, gifts and door prizes. Cash donations are accepted and checks may be made out to: Best High School PTA – After Prom Committee and dropped off at the high school’s administration office. **Remember! The After Prom party is not a school-sponsored event. It’s up to us to make it happen.**
If you would like to volunteer your time or talent or would like to chaperone the party, please join us. We meet every Tuesday at 7:00 p.m. in room 101 at the high school. If you have any questions, please contact committee chairperson, Jane Doe at 555-555-1234, or email jane.doe@company.com.

Thank you.

Sincerely,

Best High School After Prom Committee

TIP! Download this form letter in MS Office Word format. Customize it to fit your organization’s needs and print it. Download this form by clicking here.
**Soliciting Businesses and Merchants**

Because soliciting area businesses and merchants will be a major source of fundraising for the party, a solicitation letter (see example), and a solicitation script (see example) are included. These ideas are presented for fundraising committee members who need help in developing a fundraising approach. In addition to making a personal face-to-face appeal to area business and merchants, leave a copy of the solicitation as a reminder. Grocery store merchants and large discount stores carry a variety of merchandise that will be needed, therefore, encourage all sub-committees to coordinate their requests.

Remember, sub-committees are relying on area businesses and merchants for:

1. Gift and door prize donations
2. Cash donations and gift certificates
3. Food and beverage donations
4. Decorations
5. Miscellaneous items – cleaning supplies, gaming supplies, etc.

**TIP!**

When calling on large discount stores, decide in advance what big ticket item would be most beneficial. If it’s unavailable, have a second and third choice in mind.
Dear Business Owner/Merchant:

Greetings from the volunteers of the Best High School After Prom Committee! It’s that time of year again, spring is in the air and high school seniors everywhere are counting down the days to “The Prom” and graduation. As you can imagine, the concern of high school parents is increasing. According to the U.S. Department of Transportation, on a typical prom weekend, we can expect that 48 American teenagers will be killed in vehicle crashes with 5,202 injured, and 40 percent of the deaths are alcohol-related. As concerned parents, we don’t like those odds, and we’re determined to do something about it – with your help.

Because the safety and well-being of our high school students is our first priority, we are hosting a substance free, supervised all-night After Prom party for our senior class students. Scheduled immediately after the Prom, our party will take place at the Grange Hall. Festivities will include casino style gaming, karaoke, and dancing. The highlight of the party will be the distribution of gifts and door prizes.

Because we plan to make this event affordable to all of the senior class, we need your help! We are asking for the support of community businesses and organizations to help co-sponsor our After Prom party. To help us meet our goals, we are asking for donations listed on the attached page. With your support, we will be able to provide a fun, safe place for

Best High School
After Prom Committee
P.O. Box 920, Yourtown, ST 12122

Our goal is a safe, fun, substance-free After Prom party!
the senior class to celebrate the night away. We sincerely appreciate all donations. If you have any questions, please contact committee chairperson, Jane Doe @ 555-555-1234, or email jane_doe@company.com.

Thank you for your support!

Best High School After Prom Committee

[TIP! Download this form letter in MS Office Word format. Customize it to fit your organization’s needs and print it. Download this form by clicking here.]
**Solicitation Script**

The following script was prepared in an attempt to provide answers to common questions that you may hear when speaking to a potential donor. When presenting your request to potential donors, some will have objections. Try to avoid asking closed ended questions that can be answered with a “no” response. In an attempt to make every request a win situation for both parties, remind yourself to ask open ended questions.

The goal here is to establish rapport and acquire a donation for the party. By clearly articulating your request you stand a strong chance of succeeding.

<table>
<thead>
<tr>
<th><strong>Business</strong></th>
<th><strong>Hello, how can we help you?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Volunteer</strong></td>
<td>Hello, I’m Jane Doe and I’m contacting you on behalf of the Best High School After Prom Committee and the Best High School PTA.</td>
</tr>
<tr>
<td></td>
<td>As a parent of a senior who will be attending the prom this year, we’re contacting area businesses and merchants we support and asking for your help.</td>
</tr>
<tr>
<td></td>
<td>Because the U.S. Department of Transportation has reported that on a typical prom weekend, 48 American teenagers will be killed in vehicle crashes and 40 percent of the deaths are alcohol related, we are hosting a supervised, drug-free, alcohol-free all-night party after the prom.</td>
</tr>
<tr>
<td></td>
<td>In order to make this party enticing and affordable to all senior students, however, we need support from the community to help with sponsorship and door prizes.</td>
</tr>
<tr>
<td></td>
<td>Knowing that you value your customers and knowing that just one teenage traffic fatality is too many, how may we count on you for support?</td>
</tr>
<tr>
<td></td>
<td>Would you be willing to give a cash donation or merchandise to help protect the lives of our children?</td>
</tr>
</tbody>
</table>

| **Business** | **What exactly are you looking for?** |
**Volunteer**

You can join our list of community sponsors and donors who believe in giving back to the community by protecting our children. We need financial support in the form of merchandise, gift certificates and cash. The merchandise will be used as door prizes to motivate the students to stay all night until the morning auction of gifts, and cash donations will be used to defray party expenses – such as the facility rental, security, entertainment, refreshments and decorations.

Which list would you prefer to be recognized for – the sponsorship list or the donor list?

---

**Business**

**What kind of merchandise are you looking for?**

**Volunteer**

We have created the attached list of gift items and would really appreciate receiving a *(fill in the blank)* because we know all high school seniors would love a chance to win one.

Would it be possible to take that today or do I need to come back tomorrow morning?

---

**Business**

**How much money do you need?**

**Volunteer**

Our fundraising goal is *(\$xxxx.xx)* – make sure to use the grand total amount that it would take to cover the cost of the entire event.

Because our need is so great, we consider all cash donations as a great win for our teenagers, therefore as part of the winners circle, we offer the gold-silver-bronze recognition platform.

Our $500 contributors are considered our gold donors and will receive a certificate of appreciation, recognition in our After Prom party program and the local newspaper, and are invited to display an advertising banner at our party.

Our $250 contributors are considered our silver donors and will receive a certificate of appreciation, recognition in our After Prom party program and in the local newspaper.

Our $100 contributors are considered our bronze donors and will receive a certificate of appreciation and recognition in our After Prom party program.

What level of giving best defines your desire to help, gold, silver or bronze?

---

**Business**

*I'm a small business and really don't have discretionary funds.*
Volunteer: We have a variety of needs and would love to give you the opportunity to be recognized as a community supporter by helping keep our high school students off the streets on prom night. Tell me do you have a yellow page listing? Oh, good then you know the value of advertising.

If being listed in our program brought you one qualified customer what would that be worth?

Business: We don’t have a budget for such things.

Volunteer: I certainly understand and respect your situation, however, any donation that you contribute may very well save a life on prom night. Is a $20.00 gift certificate a fair amount to ask for if it saves a life?

Business: Okay, I suppose that I can spare that.

Volunteer: Great, thank you. Your support will be acknowledged in our program.

Don’t be afraid to ask…

When calling on businesses or merchants, remember to emphasize that the goal of the party is to keep students safe. If the business offers a variety of products that the committee needs, don’t be afraid to ask for something extra.

TIP! An in-person request usually meets with a better reception than an unfamiliar voice over the phone.
Event Planning

Themes

Choose a theme for your event

For the sake of clarity, this guide was developed from the standpoint that your After Prom party is not being funded by a sponsor with deep pockets, but is relying on parents, school organizations and the community for funding. Schools that can afford an event planner and charter a tour bus or cruise ship will not have to rely on their creativity as much. So, for those with a limited budget, choose a fun theme that is easy to implement.

A few ideas --->

Due to the popularity of television game shows, consider integrating a game show concept into the theme. “Wheel of Fortune”, “Who Wants to Be a Millionaire?” or “Deal or No Deal” could be used as a creative foundation. The list of party theme ideas is endless.

• Fabulous Fifties
• Disco Fever
• Hollywood Stars
• Viva Las Vegas
• Masquerade Ball
• Mardi Gras
• Fiesta
• Tropical Luau

• Rock-n-Roll Jamboree
• Wild West Round-up
• Safari Adventure
• Carnival Night
• Midnight Cruise
• See other theme ideas...
For practical purposes, the theme outlined in this eBook is one of the easier and most popular themes for an After Prom party – “Viva Las Vegas” or “Casino Night”. Although some parents don’t like the idea of promoting gambling, this alternative seems to hold the attention of today’s ‘video on demand’ generation. It’s a challenge to hold the attention span of teenagers who have grown up with access to instant entertainment and the concept of immediate gratification. *To illustrate how to decorate economically, the Las Vegas Casino party theme is (outlined here).*

**Adopt a slogan**

To enhance the After Prom party theme, choose a slogan. A slogan will create significance and personalize the event. Once you decide on a slogan, use it on all printed matter especially promotional pieces. Include the slogan on letters, flyers, posters, tickets, programs, party favors, and anything else you can think of.

**TIP!**

Obey all copyright laws when planning and executing the party. If you plan to use the school mascot logo, ask the school for permission to do so. Do not use trademark characters unless authorized to do so. Do not display trademarked video or DVD footage of any films even if you own the DVD.
Try for a creative slogan that conjures up inventive imaginings:

- Betting on the Future
- Gambling on a Good Time
- High Stakes Hysteria
- May Madness
- Betting on the Stars
- … you get the idea

Dealers (parent volunteers)

One of the benefits of holding a casino type event is that it requires a number of “dealers” to work the tables. This creates the perfect excuse to have parents attend “disguised” as dealers. Using this “cover”, it looks less like a chaperoned party as the volunteers are there working the tables. Also, it’s much easier to get parents to volunteer if they are doing something fund that will keep them awake until 5 a.m. or 6 a.m.

Add excitement to the evening:

- To add to the ambiance, ask the dealers to dress in dark pants and white shirts, and if finances permit, a dealer’s vest and visor.

- Remind the dealers to encourage students to try their luck at all of the available games... roulette, craps, and blackjack, etc. Have instructions available at each table.

Since students will be roaming about the room, invite a roving magician to entertain them with card tricks and slight of hand demonstrations.
Decorations

Of all the planning that goes into the After Prom party, decorating is one aspect where creativity can compensate for a tight budget. With a casino theme, most of the decorations are the gaming tables themselves, the focal point of the room. If possible, a dimly lit room with bright lights over the tables would help to create a casino atmosphere. Much can be done with giant playing cards made from poster board, huge dice made from painted cardboard boxes, and hanging streamers and helium filled balloons. Fortunately, many retail suppliers are online and can provide a variety of products for a themed party. To get an ideal of what's available look at ShindigZ.com. Shindigz is the world’s largest party superstore. See more ideas on our website here.

To add a personal touch to the party, consider asking the high school art department to create a banner with the party slogan and a backdrop to hang in the stage area or near the buffet tables. If using banner advertising as a promotional tool, remember to allocate wall space for donor’s company banners. To decorate buffet tables, keep it simple - cover them with tablecloths and choose a centerpiece. Centerpiece ideas that could also be used as door prize drawings include cellophane wrapped gift baskets, fresh cut flower arrangements or a large jar of candy with balloons tied to it.

TIP! To better direct the flow of traffic around the food tables, consider multiple serving stations that feature different foods. If the food serving area is dimly lit, consider making identifying labels for the appetizers and condiments.

Before the decorating committee begins designing the layout of the room, contact the local fire department and make sure that decorating ideas are in compliance with Fire Marshall Regulations. Look for flame retardant materials when choosing decorations.

Important: Do not conceal exit doors, exit lights, or fire detection/protection equipment when decorating the facility.

As the decorating committee is planning how to decorate the facility and purchasing the materials, remember to prepare a list of supplies that will be needed the day of the party. Items that may come in handy are:

Tape Measurer, Scotch Tape, Masking Tape, Duct Tape, Gluesticks, Wire, String, Rope,
Twine, Scissors, Box Cutter, Wire Cutter, Push Pins, Safety Pins, Stapler, Clothes Pins, Paper Clips, Sharpie Markers, Place Cards, Hammer, Phillips Head Screwdriver, Flat Head Screwdriver, Pliers, Ladder, Pens, Paper, Container for tickets and prize drawings, Storage Containers for transporting decorations

**A word about balloons!**

One idea for decorating that never goes out of style is the use of balloons. An absolutely dreadful room can be transformed into a festive and lively party atmosphere just by adding balloons… lots of balloons! Helium-filled balloons are readily available from many sources and are relatively inexpensive – especially if you buy in bulk. Helium filled tanks are also available for rent. If you decide to rent a tank, make sure that someone on the decorating committee is proficient as using it and ask what the safety requirements are for transporting, using and storing the tank. Use the balloons to:

- Tie balloons to gifts and door prizes to draw attention. Anchor helium filled balloons to all the food tables
- Let balloons rest against the ceiling with long streamers attached
- Sprinkle a few mylar balloons (foil variety) around the room for additional color or to call attention to an area (Karaoke stage)
- Don’t forget to tie a bunch of balloons to the entrance area of the facility. This is especially important if the facility has more than one entrance.

**TIP!**

Purchase balloons on the day of the party in order to make sure they stay afloat. Helium balloons may start to drop after eight hours while mylar balloons will stay afloat longer.
**Entertainment**

Most likely, the evening’s entertainment will be influenced by the “theme” you select for the party. In the case of a Casino Night theme, most of the entertainment is provided by the variety of Las Vegas style casino games.

**Plan entertainment ideas to supplement the main party theme**

This is an “all-night” affair. No matter how well planned, the excitement will ebb and flow, so have plenty of clever ideas prepared. You don’t want to have long gaps between activities. Also, regardless of the party theme, it’s always a good idea to have some “mini events” sprinkled throughout the room. As an example, contact local colleges’ art departments and ask for volunteers to sketch caricatures. Put out the call for amateur magicians who would mingle with the crowd performing close-up magic tricks - hypnotists, handwriting analysts too!

*Karaoke anyone?*

- **Schedule activities that will continue all night.** However, don’t forget to plan some relaxing activities as well. Even teenagers will have trouble partying all night unless there is a balance of things to do. Some may enjoy sitting and playing a board game such as bingo especially if the prize is appealing.

- **Contact the school’s yearbook committee in advance** and ask if they would assemble a class history pictorial slide show. This could be played as the party is getting started or played when there is a pause in the excitement.

- **Create a posterity wall.** Cover a wall with thick white paper (i.e. butcher paper) and encourage students to write a message or add graffiti. Offer to give the paper to a class leader to keep until the 5 or 10 year class reunion.
• **Film the After Prom party.** Ask a parent volunteer to film a video of the party and play it as breakfast is being served and things are winding down.

**Music**

You can’t have a party for teenagers without music, and musical entertainment should be more than just a boom box playing in the background so consider the following:

• **A Disk Jockey** at the very least. The DJ can be a hired professional, a volunteer parent, or a high school student.

• **Live Bands** are always a great choice and many local bands will perform for little more than a song for the chance of a live audience.

• **Student Bands** – Some schools have terrific student bands. Ask around to see if any of the volunteers or students knows of a popular band that they would recommend.

• **Karaoke** – a perennial favorite. Sometimes it’s slow to get rolling, but once a few brave students face the crowd, there will soon be a line waiting to perform.

**TIP!** [Ace Karaoke](#) offers the largest selection of karaoke music, CDs and karaoke machines in the world. Plus, you can order everything you need online.

**Work the microphone**

Plan to keep the excitement high by having a variety of different things going on during the party. If you hire a professional DJ, make sure he/she understands that you want a steady flow of activity; music, chatter, contests, etc. This job can also be handled by volunteers or students. Announce different “spur of the moment” contests and events and award students with a gift. Spur of the moment contests could include:

• Dance contests – Who knows how to “twist” or maybe “limbo”?  

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• Who can tell the best knock-knock joke?
• Music trivia questions
• Best “high school story” contest
• Games of chance – How many candies are in the jar?

TIP! If you’re stuck for ideas, ask student council representatives to help out. They are plugged-in to what’s popular and will surprise you with their creative suggestions.
**Gifts and Door Prizes**

**Distribution Ideas**

When planning how to distribute gifts and door prizes, make sure that **every student who attends the party receives a gift**. The easiest way to achieve this is to distribute party favor bags to all students at breakfast. Distributing the bags at breakfast will eliminate the possibility of lost bags through the night. Party favors could be as simple as a T-shirt with the party slogan or a bag filled with such items as fast food coupons, movie gift cards, key chains, and school logo merchandise – plastic cup, insulated coffee mug, or water bottle.

Since the incentive of casino gaming is to accumulate winnings, give thought to conducting a gift auction at breakfast. An auction of big ticket items will create excitement and encourage students to remain at the party all night. In order to give everyone a chance to bid on items, consider developing a set of bidding rules that are included in the program and posted prior to the auction. Obviously, the number of available prizes and the number of senior students will affect the rules for bidding. Ideas for consideration are:

- The player with the most poker chips gets a predetermined prize. (This is an award, not an auction gift)
- All bankrupt players are given an opportunity to earn money (Create a couple of wealth redistribution opportunities)
- Players can only win one auction gift
- If a player has money left over after winning a bid, they can use it to “buy” auction gifts from other winners.

**“Wealth redistribution” ideas:**

At the end of the night as the tables close to all players, considering asking the dealers to divide their (table) money to all of the students remaining at the table when the betting has been ended. Allow bankrupt players to earn additional money by performing on stage and:

- Answering trivia questions
- Singing a Karaoke song
- Composing and reciting a poem, etc.
Another way to entice students to remain at the party is to distribute random door prizes. Door prizes can be drawn from ticket stubs or names cards that are filled out at registration. A grand prize drawing is also another way to encourage students to stay through the night. Grand prize drawings could be anything from an entertainment system to a new automobile.

For recordkeeping purposes, ask the committee Treasurer to maintain an ongoing distribution list of gifts and door prizes with the name of each student and what they received on the night of the party. This way the committee can account for all gifts and door prizes.
Menu Planning

Suggestion - serve **finger foods** so that no one has to bother with forks and knives. Juggling a full dinner plate and throwing dice can get… well, dicey!

**Finger food suggestions:**

- Pizza – pepperoni, cheese, veggie (sliced thin)
- Tacos, burritos, taquitos, quesadillas – beef, bean, chicken
- Egg rolls or Spring rolls – veggie
- Hot dogs and buns
- Submarine sandwiches (sliced into 1 ½ to 2 inch sections)
- Fried chicken drumettes
- Finger sandwiches – pimento cheese, flavored cream cheese
- Veggie trays with dip
- Fruit trays with dip
- Cheese and cracker trays
- Potato chips and dip
- Brownies and cookies
- Popcorn and Cotton Candy – if the budget permits, consider renting a popcorn machine, a cotton candy machine, or a snow cone machine.

**Breakfast suggestions:**

For a light breakfast menu, consider doughnut holes, muffins, bagels and cream cheese, juice and small containers of milk. By the time breakfast rolls around, most students are too full and too tired to consume much food.
Refrain from serving food that has been known to cause allergic reactions such as, nuts, peanut butter, fish and shrimp. It may well be wise to avoid serving mayonnaise based dishes also. Make sure the menu choice accommodates vegetarians.

Food Quantities:

Planning how much food to have on hand is challenging because it depends on the Prom traditions at your school and whether or not the students ate dinner before or after attending the Prom. One thing is for certain however, students will consume a large amount of soft drinks and ice regardless of when they ate dinner. Gourmet cookies and brownies are also very popular dessert items.

Since the party is probably not being catered by one professional catering company, the next easiest thing to do is to serve from store bought deli prepared trays. Therefore, it’s best to consult with the deli and ask about the serving size of each tray. Four to six varieties of appetizers plus fruit, chips and dips, cookies and brownies are typically enough to satisfy most teenage appetites. When ordering bags of chips, flavored chips, such as nacho cheese and ranch style are more popular than plain potato chips.

For soft drink projections, it’s best to over compensate. It is not unusual for teenagers to drink at least two or three cans of soda which equates to 24 or 36 ounces in a five hour time frame. An average two-liter soft drink contains an estimated 67.6 ounces.

The amount of ice needed for soft drinks will depend on whether the soda is chilled prior to the party and whether you are serving soda over ice or chilling canned soda in ice. If chilling canned soda in ice, then plan for one pound of ice per student.

Drink Suggestions:

- Soft drinks - caffeinated and decaffeinated soft drinks, lemonade, fruit punch
- Plastic bottled drinks – water, flavored ice teas, flavored iced coffees, fruit juice

Refrain from serving hot beverages to students. Make coffee available to adult volunteers only.
Food & Beverage Budget Projections

In order to plan the menu, the Food & Beverage sub-committee will need an idea of the overall headcount for the evening. Of course, this is hard to predict in the beginning phase of planning because many students will wait until the last minute to commit to attending. This is where the Student Survey can help.

Responses to the survey will provide a starting point as to how many students plan to attend and what theme is most popular. It will also indicate what ticket price is most acceptable so that the sub-committee can develop preliminary budget projections based on projected attendance and the cost of refreshments. Ideally, the look and feel of the party will be enhanced if the theme is incorporated into the food & drink presentation.

TIP! Coordinate theme requested items with the decorations sub-committee.

Pricing Inquiries:

The Food & Beverage sub-committee should begin making pricing inquiries for finger food items and drinks as soon after the first meeting as possible. The sub-committee should also consider what non-food items will be needed and inquire about the cost of each. Some items may be available for rent from a local party supplier. Additional items to consider are:

- Ice, ice coolers
- Paper plates, cups, plastic ware, napkins, toothpicks, serving trays, serving utensils, knives, tongs, and pizza cutter
- Warming trays, large containers for ice, foil, plastic wrap, aluminum foil, plastic storage bags
- Medium sized plastic containers with lids for storage and a dolly for transporting the plastic containers.
- Trash bags, paper towels, spray cleaner
The cost of all food, drink, and non-food items will need to be factored into the Food & Beverage budget proposal. As soon as the prices are obtained, prepare a preliminary budget and submit it to the Chairperson and Treasurer.

**Price Negotiations** – After negotiating the best price offer based on volume, whether it’s a discount or a donation, decide what vendor(s) will supply the menu items. Coordinate all food and beverage request and price negotiations with the fundraising committee since they too will be soliciting donations.

**TIP!** Although finger food is recommended, have plastic ware and tooth picks available for students with braces.

**Food & Beverage Considerations**

- **Food and drink selection** – Determine what to serve and how much is needed. Remember that volunteers will need to eat also, so figure the extra bodies into your head count. When planning the menu, don’t forget the need for ice. Regardless of how soft drinks and water are served, make sure to have plenty of ice on hand. Choose a variety of caffeinated and decaffeinated soft drinks and consider lemonade, fruit punch, and iced tea in the mix. If serving from two-liter soft drink containers, make sure to carefully watch all open containers and do not allow students to serve themselves. Do everything possible to make sure soft drinks are not “spiked”. Thirsty teenagers who are active whether dancing or playing games will consume a large amount of soft drinks and water, so plan for more than you think you will need. It would also be wise to have coffee, creamer and sugar available for parents and adult volunteers.

- **Recruit Volunteers** – Determine how many adult volunteers will be needed to set-up, serve and clean up and start recruiting. Offer volunteers the opportunity to work all night or work in shifts. After securing a group of volunteers, coordinate a work schedule so that everyone is aware of what needs to be done and who’s scheduled to do it. The work schedule should include:
1. What time volunteers need to arrive to set-up for the party?

2. Where volunteers need to park?

3. What preparation work needs to be done in the kitchen and what preparation work needs to be done in the serving areas?

4. Who will serve and replenish food? Who will serve and replenish soft drinks and ice?

5. Who will serve the security & parking lot volunteers?

6. Who will carry garbage out as needed and who will clean ongoing?

7. Who will store leftover perishable food and transport it to the receiving shelter?

8. Who will dismantle and do the final clean-up after the party?

- **Transportation** - Determine how to transport food trays from the vendor or retailer to the After Prom facility; keeping hot foods hot and cold foods cold.

- **Preparation** – Adhere to health standards and safe food handling practices.

- **Presentation** – Incorporate the theme if possible; tablecloths, table skirts, centerpieces. For the enjoyment of everyone, consider having buffet tables set up with food available throughout the evening versus serving at a set time. Grazing will allow for more interaction between the students and allow for games and activities to remain ongoing.

- **Serving and storage** – Make food easily accessible by using large serving trays with large serving utensils and pre-cut portions. Make sure that paper plates, plastic cups, plastic utensils, napkins, condiments and sauces are easily accessible. Figure out how to store food before and during the party. As the sub-committee is planning who will be serving what at the party, consider dividing the night into shifts and having a few extra volunteers on hand who can help fill in where needed, either as
kitchen help or servers. Make sure all adults are served, don’t forget the security and parking lot volunteers.

- **Leftovers** – Prior to the party, contact local family shelters, food banks, or Veterans organizations and make arrangements for the delivery of any leftover food or drinks. Make sure to designate an adult volunteer to be responsible for the safe storing and transportation of all perishable leftovers. Deliver perishable leftovers immediately after the party.

- **Clean-up** – It’s easy to underestimate how much garbage will be generated on the night of the party, so make sure someone is on hand to dispose of garbage bags as needed. Also make sure to have plenty of paper towels on hand, after all this is a party for teenagers. Designate beforehand who will be responsible for dismantling and cleaning up after the party since most overnight volunteers will be exhausted.

**Food and Beverage Timeline**

**Six weeks before the party**, place the food tray order based on the most current attendance response numbers to date. This way your vendor will have adequate time to adjust inventory or work schedules to accommodate the order.

**Four weeks before the party**, revise the food tray order if necessary. Coordinate a scheduled time for pickup or delivery. If trays are being picked up, make sure to have a plan for payment and safe transportation. If the trays are being delivered on the day of the party, then confirm the delivery time and make arrangements for someone to meet the delivery person. If paying by check, make sure the check amount includes delivery fees and tip if required.

**Two weeks before the party**, reconfirm the food tray order and purchase any non-perishable items that are needed but have not been donated. Consider purchasing all drinks and chips. This is also the time to prepare a plan for leftover food. Therefore, contact local shelters and inquire about making a perishable food contribution. In order to make delivery easier, make sure to ask for driving directions and know where to park.
One week before the party:

1. Re-confirm the food order and the pickup or delivery schedule.

2. Make sure that all check requests for unpaid items have been approved by the Treasurer.

3. Verify that all supplies have been purchased or are scheduled to be rented or borrowed. Pack all supplies in boxes or plastic containers and develop a plan for transporting them to the party facility on the day of the party.

4. Be prepared for rain on the night of the party and consider reserving a small U-Haul rental truck and coordinate with the other sub-committees so as to take full advantage of the enclosed truck space.

5. **Create a time sensitive “To Do” list for the day of the party** because of potential problems that could result from mishandling food. Include all sub-committee and food vendor contact numbers that may be needed.
Security and Liability

Entrance and Parking Lot Patrol

When it comes to security, an ounce of prevention is worth a pound of cure. So, contact the local police or sheriff association, inform them about the party and ask for assistance. Some may be able to put you in contact with off duty officers who may be able to help while others will most likely agree to have an officer periodically patrol the parking lot.

Although most chaperones will be working an assigned task at the party, make sure to appoint a few to specifically watch students. Keep a watchful eye on students roaming about and patrol the restrooms, hallways, and any “off limit” areas. In addition to making sure students are safe inside the facility, the security committee will want to designate chaperones to watch the facility entrance and parking lot.

Outside chaperones are needed to safeguard the entrance door all night and to frequently patrol the parking lot to guard against vandalism. Two way radios, flashlights and cell phones will make the job much easier.

Party Policies

In order to establish expectations for party attendance, consider developing party policies for students and chaperones. Once established, policy guidelines should be distributed to parents as part of the permission form process and posted at the high school. As a last minute reminder to students, include the guidelines in the party program.

Three important ideas to consider when creating student guidelines are registration time, code of conduct and procedures for arrival and departure. In order to minimize the opportunity for mischief, choose a limited registration time for students to sign-in at the
party. To determine how much time is needed, consider what time the prom ends and how long it will take for students to arrive at the party facility. Another essential party attendance guideline to address is the code of conduct. Make sure students know what is expected of them. The arrival and departure policy should clearly state the step-by-step procedures for entering and leaving the party so that students and parents are well informed.

As part of the attendance policy, parental permission forms must also be developed and signed by a parent or guardian. Unfortunately, accidents are a reality of life and litigation is expensive. Therefore, when it comes to developing a permission form for parents to sign, err on the side of caution. If party games and activities require strenuous physical participation from students such as rock climbing walls, inflatable suites or mechanical bull riding, then develop a Risk Acknowledgement form and request a signed Emergency Medical Release form from parents in the event that medical attention is required.

To safeguard everyone, contact a local law firm and ask if they will draft an After Prom Party Waiver and Release Form. Because this is an opportunity to help the community, the firm may offer their service pro bono in return for publicity (public recognition). Although the original signature forms should be filed for safekeeping, copies should be available at the registration desk on the night of the party for reference as needed.

**Policy Suggestions**

For a general overview of guidelines, review the following:

**Attendance Policy**

- All senior students are invited to attend whether or not they attend the Prom
- Any student on suspension or expulsion is not allowed to attend the party
- Each senior student is allowed to bring one guest
- All student attendees and guests age 18 and under must have a signed parent permission form on file in order to attend
- All students must sign-in at the registration desk and hand over their car keys. Any student who wishes to leave early must sign-out after their parent or guardian has
been informed

- A car key peg board will be safeguarded and maintained by an adult volunteer

- Zero tolerance! No alcoholic beverages or drugs will be allowed in or on the premises, this includes cigarettes

- If a student appears intoxicated upon arrival, the student’s parent will be phoned and asked to pick up the student

- Purses, handbags, backpacks and containers of any kind are not allowed; this includes water bottles

- The dress code is casual attire and comfortable shoes. Tank tops, halter tops, mid-drift tops, and cut-off shorts are not allowed. Students who wish to change clothes at the After Prom party should do so before checking in at the registration table. Students will be responsible for storing their prom dress and/or tuxedo off-site. There are no arrangements to safeguard prom clothes, handbags or personal belongings

- Registration will be from 11:00 p.m. – 12:30 p.m.

- Registration closes at 12:30 p.m. – no admission afterwards

- Parents of students who turned in signed permission forms but do not register by 12:30 p.m. will be contacted by phone

- Only senior students are eligible for gifts and door prizes. Students must be present to win

- Respect is expected for entertainment staff, volunteers, equipment and facility property

- Students are expected to refrain from foul language, harassment, and horseplay

- Zero Tolerance for fighting! If a student is involved in a fight, his or her parents will be phoned and asked to pick up the student
• Tickets will not be sold at the door; no last minute exceptions

**Arrival & Departure Policy**

• All students must sign-in at the registration desk and hand over their car keys in order to receive their After Prom party packet and ID stamp or bracelet. Students and guests will be required to wear an ID stamp or bracelet while at the party

• Upon handing over their car keys, students will be given a specific number that corresponds to a numbered peg board where their keys will remain for the night monitored by an adult volunteer

• Any student who chooses to leave the party early will not be allowed to return. Parents of students who are under age 18 will be phoned at the contact number on the permission form and informed of the student’s departure prior to giving the student their car keys and asking them to sign-out

**Chaperone Policy**

• All party chaperones must sign a criminal background check form that will be submitted to a background search database

• All party chaperones must wear pre-printed nametags

• All party chaperones will refrain from drinking alcoholic beverages prior to or during the event and will refrain from smoking while on the facility property

• It is the responsibility of all chaperones to safeguard students. If a student appears intoxicated upon arrival, call his or her parents and request that the parent pick up the student

• It is the responsibility of all chaperones to watch for containers in which students might conceal alcohol

A sample Attendance Policy Letter and Permission Form are attached for review. These copies are provided as a visual aid only.

**TIP!** When establishing party guidelines, remember to address any topic that contributes to the safety and well-being of the students, volunteers, the equipment and facility.
Dear Senior Class Parents:

It's time to sign on the dotted line!

This letter is to inform you of the Attendance Policy and the Arrival & Departure Policy guidelines for the After Prom Party. These attached guidelines were designed to protect all parties involved. In order for your child to attend, your written permission and a contact telephone number are required. Therefore a Waiver & Release form is attached for your review and signature.

Please be aware that all students must sign-in at the registration desk by 12:30 p.m. and hand over their car keys. Parents of students who hand in permission forms but do not sign-in will be contacted by a committee volunteer. When the student surrenders their keys, they will be given a specific number that corresponds to a numbered peg board. All keys, monitored by an adult chaperone, will remain on the peg board until the party is over and the keys are distributed. If your child decides to leave the party early, a committee volunteer will telephone you at the number on the permission form and inform you of their departure request. After speaking with you, we will ask that your child sign-out, record the time, and return his/her car keys.

Unfortunately, if we have to telephone you, it will be between the hours of 11:00 p.m. and

Best High School
After Prom Committee
P.O. Box 92, Yourtown, ST 12122
Our goal is a safe, fun, substance-free After Prom party!
5:00 a.m. So, if we wake you, please remember that we’re trying to keep your child safe and keep you informed. Any student who leaves the After Prom party early will not be allowed to return.

Thank You.

Best High School After Prom Committee
Permission Signature Form

SAMPLE ONLY

Have an attorney create your form!

Waiver & Release

We, the undersigned have read and understand, and do hereby agree to the attendance and the arrival & departure policy as outlined in the Attendance Policy Letter. I, the undersigned Parent/Guardian, grant permission for my child (“Student”), as identified below, to attend the Best High School After Prom Party (the “Event”) being held at the Grange Hall on ---------.

In exchange for Student being permitted to attend the Event, the undersigned Parent/Guardian and Student hereby release, waive, agree not-to-sue, indemnify, defend and hold harmless Best High School, the Grange Hall, Event sponsors, Event volunteers, Event workers, other Event attendees, Event attendee parents/guardians family members and any and all successors, assign, administrators, directors, trustees, teachers, employees, agents and representatives of the foregoing, from all present and future claims that may be made by me, all members of my family, estate, executor, administrator, heirs or assigns for property damage, personal injury or wrongful death caused by the actions or omissions of the parties listed above, wherever, whenever or however the same may occur as a result of my attendance and/or observation of the Event (collectively, the “Releasees”).

WE UNDERSTAND AND AGREE THAT THE RELEASEES ARE NOT RESPONSIBLE FOR ANY DEATH, INJURY OR PROPERTY DAMAGE ARISING OUT OF MY ATTENDANCE AND/OR OBSERVATION OF THE EVENT, EVEN IF CAUSED BY THEIR OWN NEGLIGENCE.

If Student decides to leave the Event early, the undersigned Parent/Guardian may be reached at the below-listed telephone number between the hours of 11:00 p.m. and 5:00 a.m. If Student is not a senior student or is a minor-aged child attending the Event as a guest of a senior student (“Guest”), the undersigned agree that the permission and all of the waivers, releases and other obligations set forth herein shall apply. Furthermore, the undersigned Parent/Guardian agrees that it is such Parent/Guardian’s responsibility to
pick up the Guest if the Guest desires to leave the Event before it is over, and I may be reached at the below-listed telephone number between the hours of 11:00 p.m. and 5:00 a.m.

We understand that this document is intended to be as broad and inclusive as permitted by the laws of the State ----------, and agree that if any portion of this agreement is invalid, the remainder will continue in full legal force and effect.

WE HAVE READ AND UNDERSTAND THE TERMS OF THE ABOVE AGREEMENT, WILL COMPLY WITH THE TERMS HEREOF AND ACKNOWLEDGE THAT WE ARE GIVING UP LEGAL RIGHTS.

Print Name of Student (or Guest):  __________________________________________

Signature of Student or (Guest):  ___________________________ Date__________

Print Name of Parent/Guardian:  __________________________________________

Signature of Parent/Guardian:  ___________________________ Date__________

Telephone Number of Parent/Guardian:  ____________________________________

TIP! Download the Attendance Policy form letter in MS Office Word format. Customize it to fit your organization's needs and print it. Download this form by clicking here.
Party Registration Packet

As students are greeted at the registration desk, verify that their signed parental permission form is on file and ask them to sing-in and hand over their car keys. Identify their attendance with an ID stamp or wristband. Give the student a numbered key ring that corresponds to where their keys will be placed on the peg board and give each student a party packet. The party packet should include everything students need to participate in the evening’s events such as a program with gaming instructions and poker chips. A disposable camera to document the night would make for a fun party favor and could also be included in the party packet.

For security purposes, make sure to maintain an ongoing headcount of students entering the facility so that someone knows at all times how many students are in the building.

Party Program

Party programs can range from an 8 ½ x 11 one-page piece of copy paper to a laser stock “Tri-Fold” brochure available at any office supply store. Include students in the design process. Ask senior art club members to design a cover page and recognize each member in the program.

Staples Office Supply Online

Other Online resources
Program Outline Ideas:

- Include the names of all sponsors, donors and school officials
- Include the attendance policy guidelines
- Include game instructions – a cheat sheet for playing casino games
- Include a schedule of events
- Include the names of all senior class members
- Include a list of all door prizes
Finally! All the hard work is about to pay off. Everything the committee has accomplished up to this point has been in preparation for the grand event – there is no dress rehearsal. On the night of the party everything must come together. Therefore, it’s a good idea to schedule a committee meeting the day before the party to review the final work schedule, distribute identification name tags, and address any last minute details. If committee members are unable to attend, make sure to personally speak with them and inform them of any last minute changes to the work schedule.

The night before the party, eat a good meal, charge your cell phone battery and go to be early so that you'll be prepared to hit the ground running the next day. Chances are that on the day of the party (when you’re extremely busy) you will need to have camera in hand as your high school senior and date make their formal fashion debut before leaving for the Prom.
**Last Minute Checklist**

On the day of the party, before leaving the house, make sure that you have:

- Your cell phone (and spare battery)
- The Duty Roster – Work Schedule
- The last minute To Do list
- The Committee Phone List
- An Emergency Services Phone List
- A notebook with alphabetized copies of all signed parent permission forms
- A list of all students who purchased tickets
Congratulations, you made it through the night!

The party’s over, the balloons have been popped, the facility cleaned and parents have logged at least one full night of sleep. Although the hard work is behind you, a few minor items need to be wrapped up:

- Pay outstanding invoices
- Reconcile the checking account and complete financial records
- Write thank you notes
- Acknowledge the community’s support with a newspaper article and an Ad
- Pass the torch to the junior class

Are we done yet?

In addition to paying any outstanding expenses and reconciling the checking account, financial statements and tax forms need to be completed. Once that is done, checking account authorization needs to be transferred or the account closed. Financial records, receipts, meeting Minutes and committee reports need to be completed and passed on to the sponsoring organization or stored in a safe place. In order to lend a hand to next year’s senior class, give the junior class parent representative a copy of the Minutes, the budget, the committee reports and any leftover party decorations.

Oh, and most important… be sure to pass along the web address for the After Prom Party Guide. This guide and the website will be updated, as needed, with new features and additional resources.
Mission Completed

Because everyone deserves a pat on the back for a job well done, remember to send personal thank you notes to businesses and individuals who went out of their way personally to make the party a success. Since handwritten notes can require a large amount of time, plan a final committee meeting to divide the writing task among committee members.

Regardless of who receives a handwritten note, remember that the secretary is responsible for issuing all computer generated donor thank you letters. These letters may be used as tax receipts for the donor because they acknowledge the description, quantity, and value of the donation. An example letter is outlined on the following page.

If you decide to send handwritten thank you notes, make them stand out by using attractive stationary instead of plain paper; browse Staples Office Supply and Office Depot online here.

TIP! A personal thank you note is always appreciated, and it will also make it easier for next year’s committee to approach businesses seeking donations.
Thank You Letter

Best High School
After Prom Committee
P.O. Box 920, Yourtown, ST 12122
Our goal is a safe, fun, substance-free After Prom party!

Date

Business Name
Street Address
City, State, Zip Code

Dear (fill in – name of business owner or merchant):

On behalf of the Best High School After Prom Committee and the entire senior class, we would like to thank you for your generous donation of (fill in the blank – quantity & description) ____________ valued at (fill in the blank – declared $ amount) __________.

Because of your generosity, we will be able to provide a safe, entertaining After Prom celebration for the students of Best High School. Your commitment to our community is greatly appreciated and we would like to thank you for supporting this wonderful event.

Thank you and warmest regards,

Signature of Treasurer
Best High School After Prom Committee

TIP! Download the Thank You form letter in MS Office Word format. Customize it to fit your organization’s needs and print it. Download this form by clicking here.
Newspaper Announcement

Report on the event’s success

In order to inform the community about the successful After Prom party, submit a final newspaper article. Chances are the local newspaper will print this type of article as a human interest story for free. However, in order to recognize and thank your supporters by name, you will most likely have to purchase a newspaper Ad.

Best High School After Prom Party is a Success

Your town – In honor of the Best High School Senior Class, the Best High School After Prom Committee hosted a substance-free, all-night After Prom Party at the Grange Hall following the Senior prom on (fill in – date). Festivities began at 12:00 p.m. and concluded at 5:00 a.m. This year’s party theme chosen by the senior class was Casino Night. In addition to casino style gaming, the senior class enjoyed karaoke and dancing until dawn. The highlight of the all-night party was the distribution of gifts and door prizes that were generously donated by area businesses, merchants and supporters. Due to the wonderful support of the community, parents, and volunteers, the senior class had a fun, safe place to celebrate.

TIP! Download the newspaper article Form in MS Office Word format. Customize it to fit your organization’s needs and print it. Download this form by clicking here.
**Donor Recognition Ad**

Public Thank You

As mentioned above, to publicly thank supporters by name the committee will probably have to purchase an Ad in the local newspaper. Because the ad will be an expense item, remember to include the projected expense in the budget. Factors that affect the price of a newspaper Ad may vary. Consideration must be given to the day of the week the ad runs, placement on the page, total amount of words, size of the ad, graphic consideration and ink color.

Since the main reason for the Ad is to acknowledge businesses, merchants, and individuals who donated money, merchandise, services or time; ask to proof read the Ad copy prior to publication and make sure all names are spelled correctly. Ask the advertising department to create an ad layout that contains an eye catching graphic and list the names of all sponsors, co-sponsors, donors, supporters, and volunteers.

**Ad Layout Copy:**

*(Graphic design idea: top hat or cowboy hat)*

The Best High School After Prom Committee and the Best High School Senior Class thank the following sponsors, co-sponsors, donors, supporters and volunteers for a successful After Prom Party. Our hats are off to you!

*(List all of the names)*
**Tips for Every Parent on Prom Night**

Take a deep breath and don’t let the feeling of anxiety get the best of you. You’re not the only parent who is wondering...

- Who will be driving?
- Do I know his or her parents?
- Is he or she a good driver?
- Will anyone be drinking?
- I hope they have fun, but not too much fun
- I wonder if they will…?
- Do you think…?

My husband and I watched three daughters drive off to their senior prom, so we know the mixed emotions that parents experience as you stand there waving until they are out of sight. The minute you can’t see them, the anxiety begins again.

**Hey, we’re parents – we worry – it’s our job!**

As I mentioned at the beginning of this eBook, the world is a different place than when I first planned an After Prom party, and the need to safeguard our children is at an all time high. Fortunately with today’s innovative technology, parents have a greater opportunity to oversee what’s going on in the lives of their children.

Although students have a variety of places to hang out after the prom, the best that can happen is that all of the students elect to attend the supervised After Prom Party. Whether they attend or not, there are pro-active steps that parents can take to “remind” their son or daughter that prom night is a night that demands good judgment, wise judgment.

**Establish the rules**

Know their itinerary. Make it clear that if the itinerary changes, you expect a phone call – regardless of the time. I’m not about to dictate your family’s rules to you, just offering a reminder to make sure THEY know the rules and that you expect them to adhere to them.
Send them text messages...

Log on to http://www.centurycouncil.org/promtext and register the cell phone number of your child and the date of the prom. During the prom, your teen will receive pre-programmed messages such as, “Have fun 2night. Stay safe. Don't drink. We care.” Parents can also receive a confirmation that same evening that their message was sent.

Buy them a new cell phone!

While sending text messages can relieve some anxiety, parents also have the option of tracking the whereabouts of their child. With GPS technology, parents are able to log into a secure online Teen Arrive Alive account and locate their son or daughter’s Nextel cell phone. If the phone is in a moving vehicle the parent will also see its direction of travel and speed. This information can also be retrieved from any phone with a private PIN number. Learn more at http://www.teenarrivealive.com

TIP! If your teen is using a limo service, call the company and ask about their policies regarding alcohol consumption by minors. Insist that your child’s driver be instructed that no alcohol is permitted. Also, ask about the driving record of the chauffeur.
About the Author

Author, wife and mother, Lori Heatherington is currently serving on the board of a community volunteer organization. She holds a marketing degree from a prominent private university in Dallas, Texas. Lori makes her home in Montana with her husband Tom, her daughter (the inspiration for this work), three cats and her 100+ lb. Great Pyrenees “puppy”.

Author: Lori Heatherington
Website: [http://www.After Prom.org/](http://www.After Prom.org/)
Contact: [Secure online email form](#)
Earn $ with this eBook

Years ago during America’s “Hippie movement” (rebellious youth of the 1960s and 1970s) a disgruntled young fellow named Abbie Hoffman wrote what became a best-selling discourse entitled “Steal This Book”, which was dubbed “a manual of survival”.

Obviously, Mr. Hoffman was referring to things other than surviving parenthood and getting your teenagers safely through high school. I hope that Mr. Hoffman won’t mind, but I’d like to borrow part of his title and caption…. I’m asking you to

“Sell This Book” because it is a manual of survival.

Earn 50% of EVERY sale!

- Do you have a website?
- Does your school have a website?
- Does your PTA OR PTO have a website?
- Does your business have a website?
- Do you know parents in other schools, cities, states?

That’s right! You or your organization can earn 50% from every book you sell. Just by adding a snippet of code to your website, or sending a link via email – anyone buying a book from your link will credit your account. Today, next month and in years to come!

Follow these simple instructions on obtaining your ClickBank account and how to add the HTML code to your page, go here to get started!
Thank You

I hope this information will help you create a wonderful After Prom Party!
Your hard work just may save someone’s life.

Good luck and best regards,

Lori

Lori Heatherington
Appendix

For information regarding forms and letters, refer to the following:

Reference Summary

Forms & Letters:

- Planning Checklist
- Student Survey Letter
- Student Survey
- Budget Outline
- Press Release
- Public Announcements
- Parent Solicitation Letter
- Gift & Door Prize Items – Request List
- Refreshments & Decorations – Request List
- Business & Merchant Solicitation Letter
- Solicitation Script
- Attendance Policy Letter
- Permission Signature Form – Waiver & Release
- Newspaper Announcement
- Thank you Letter
- Donor Recognition Ad
Sub-Committee Responsibilities

I. Student Interest and Parent Involvement

- Survey Students
- Inform Parents and Request Volunteers

II. Fundraising

- Ticket Sales
- Donations - Sponsors, Co-Sponsors, Donors, Associations, Parents, Grants
- Fundraisers

III. Facility

- Location
- Regulations and Restrictions
- Kitchen and Serving Area
- Parking
- Restrooms
- Tables and Chairs
- Electrical Outlets and Lighting
- Dance Floor and Stage Area
- Emergency Exits, Fire Extinguishers, Alarm System

IV. Gifts and Door Prizes

- Wish List – Party Favors, Gift Items, Door Prize Drawings, Grand Prize Drawings
- Contributor List – Area Businesses, Merchants, Stores, Restaurants, Specialty Shops
- Thank You Letters
V. Refreshments

- Menu – Food and Beverages
- Utensils and Supplies
- Set Up and Clean Up

VI. Entertainment

- Sound System and Microphone
- Music
- Activities
- Games
- Contests
- Party Packets
- Party Program – Recognize sponsors, co-sponsors, donors, school officials, volunteers, etc.

VII. Liability & Security

- Parental Permission Form – Signatures required
- Attendance Policy
- Arrival-Departure Policy
- Chaperone Policy – Background Checks
- Registration Process – Sign-in procedure, Car Key Peg Board, Early Sign-out procedure
- Security – Facility and Parking Lot
- Permits for Serving Food
- Permits for Games
- First-Aid Station
- Liability Insurance – If you chose to offer organized physical activities, please check
with the vendor for a certificate of liability insurance. Also ask the owner or manager of the party facility about blanket liability insurance.

- Evacuation Plan – Facility Floor Plan with Emergency Exit Routes
- Procedures for Reporting Emergencies

VIII. Decorations

- Theme and Décor
- Entrance, Buffet Tables, Activity Area, Stage Area
- Set Up and Dismantle

IX. Publicity & Promotion

- Parent Newsletter
- Poster
- Public Announcement
- Press Release
- Website
After Prom Party Guide

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