



# SENIOR ALL NIGHT PARTY PLANNING TIMELINE

## 9 to 12 Months Before Event

- Select your committee and sub-committees (i.e., Decorating, Fundraising and Community outreach, Entertainment, Food and Beverages, Prizes/ Giveaways, Publicity, Security)
- Choose the date for your event: typically late May, the night before or after graduation
- Discuss event location (at school or off-site venue)
- Choose your theme and colors: go to [Andersons.com](http://Andersons.com) for hundreds of ideas!
- Establish a budget and set up a bank account
- Recruit parent volunteers
- Go to **[andersons.com/allnightparty](http://andersons.com/allnightparty)** to download your planner

## 6 to 9 Months Before Event

- Start fundraising projects
- Book a band, DJ, and/or other entertainment
- Book your venue or reserve your school
- Select a caterer and start discussing menu
- Committees regroup and discuss progress

## 4 to 6 Months Before Event

- Choose and order theme and decorating materials
- Decide on ticket and invitation design, place your order
- Start planning
- Select and order gifts for volunteers and chaperones
- Committees regroup and discuss progress

## 2 to 3 Months Before Event

- Book security and chaperones
- Begin publicity: Hang posters, distribute flyers or place an ad in the school newspaper
- Set ticket prices
- Committees regroup and discuss progress

## 4 to 6 Weeks Before Event

- Send out invitations and establish an area in the school for ticket sales
- Sell tickets and give a preliminary head count to Food and Beverage committee
- Confirm arrangements with band, DJ, and/or other entertainment
- Set up a decorating schedule with the venue or the appropriate staff at your school
- Confirm security and chaperones
- Recruit parent/student volunteers for clean up
- Committees regroup and discuss progress

## 1-2 Weeks Before Event

- Finalize attendee count
- Outline remaining tasks and discuss them with each subcommittee
- Get final checks for event night payments
- Finalize food and beverages
- Committees regroup and discuss progress

## 2-3 Days Before Prom

- Purchase or pick up food and beverages, if necessary
- Decorate school or off-site venue. Allow enough time to assemble large or intricate pieces.

## The Big Day!

- Prepare food and beverages, if necessary
- Put up outdoor decorations
- Inflate and arrange balloons
- Relax and enjoy watching your students having a blast!**



# SENIOR ALL NIGHT PARTY COMMITTEES

*If your school is small, you might want to plan your event as one large committee. If you have a large Committee, it might be beneficial to split up into several smaller sub-committees to make planning easier and more efficient. Sub-committees can research their areas of responsibility and bring information and selections back to the large committee to be voted on. The number and type of sub-committees can vary depending upon your needs.*

*Possible sub-committees include:*

## Budget Committee

Manages the budget. This Committee should work closely with all the Committees to ensure adequate funding. The Budget and Fundraising Committees can work together to ensure that there is enough money to finance the event.

## Fundraising Committee

Chooses and executes fundraising activities throughout the year that will help fund your event.

## Decorations Committee

Researches possible themes and colors. Conducts student surveys for theme ideas. Once the theme(s) have been chosen, the Decorations Committee is responsible for ordering the theme(s), setting it up and taking it down, as well as choosing decorations for other parts of the vanue/school, including entrances, tables, photography area, ceilings and walls.

## Food Committee

Selects food and beverages. This might include only snacks and punch or a full-scale, sit-down or buffet-style dinner.

## Entertainment Committee

Responsible for choosing a DJ, band, and other entertainment for your event. Arranges for someone to serve as Master of Ceremonies or host and ensures that the evening's program is followed. This Committee has the most important job to book entertainment, events and activities that will keep students engaged throughout your event.

## Publicity/Advertising Committee

Responsible for advertising the event. This might include creating and displaying posters or banners, putting ads in the school paper or making announcements over the PA. This committee might also work closely with the Fundraising Committee to get the word out about all the fundraising activities that are being held.

## Favor/Prize Committee

Researches, chooses and orders favors for attendees, chaperones and volunteers. If door prizes are part of the night's events, this committee is responsible for soliciting prize donations and procuring and distributing prizes.

## Invitations/Tickets Committee

Responsible for determining wording for invitations and tickets, as well as ticket sales.

## Security Committee

Responsible for ensuring the safety of the kids at the event. This committee determines the needs for the evening. Example: parent volunteers, police presence, etc. Security should have a visual presence at your event. Ideas to achieve this may include uniformed police presence or your security team wears matching "Security" apparel.