**All Night Graduation Party Committee Descriptions**

* Class Parents – Each grade has a parent or set of parent representative that act as the project coordinators for the overall event.
* Treasurer – Responsible for managing budget, collection of donations, allocating budget for each committee, bank reconciliation and reimbursements to committee members. Provides update at monthly committee meeting.
* Carnival Games – We have existing carnival games that are used each year. Responsible for replenishing supplies needed for games such as balloons, raffle tickets, etc. Game set up and take down on the day of party.
* Volunteer Coordinator – Responsible for collecting volunteer names for night of event, assigning to stations, timeslots and communications.
* Coatroom – Area for student to hold belongings (i.e. coat, cell phone). Day of event sets up area with bags.
* Decorations – We have existing decorations that we check from year to year to make sure they are in good shape. This group needs to set up some items the night before and the day of the party plus also has to take them down.
* Memory Lane – Responsible for collecting yearbook pages from all schools (elementary, middle and high school) for every year of the graduating student. Prior to event placing all the pages in a sheet so that it can be hung up in the gymnasium for everyone to see.
* Entertainment – This committee is responsible for hiring all of the entertainment and keeping on top of the contracts, coordinate what is needed for the entertainers to perform and works closely with treasurer for payments.

* Food – This committee is responsible for going out into the community to get food and beverage donations. Also, responsible for coordinating pick up and deliveries on day of event
* Fundraising – Coordinating events such as car wash, shake the can, restaurant events and obtaining volunteers.
* Publicity – This committee is responsible for getting information out to the community (i.e. town green sign, Plantsville center and DES, STEPS website, YMCA etc.) and newspapers.