

Dance Checklist

Pre Dance

1. Set date that is approved by Mr. Bentea
2. Order drinks (Water and Gatorade only)
3. Order candy (No skittles, gum or little candies, they stick to the floor)
4. Get chaperones, at least 10 parents or teachers.
5. Get a cash box with petty cash.

Suggested \$150 - \$75 ones and \$75 in fives.

Dance Set Up

1. Set up chairs around the multi purpose room.
Follow diagram
2. Set up tables.
Follow diagram
3. Decorate the multi purpose room and gym lobby.
4. Clean out cubbies in main gym. This area is used for hat check in.
5. Place trash cans in the multi purpose room and gym lobby.
Follow diagram

Dance

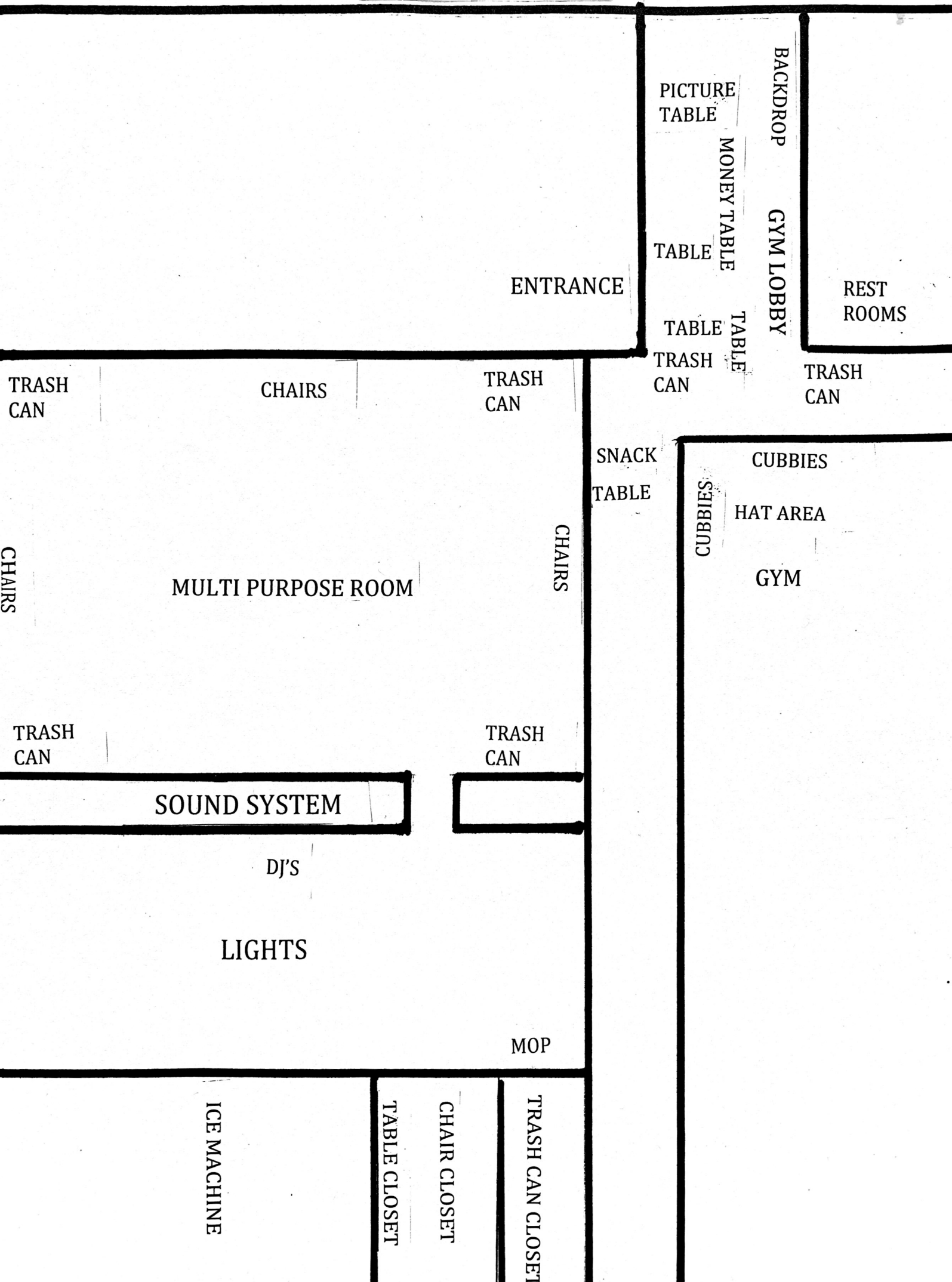
1. Assign stations to chaperones.
2. Assign stations to student helpers.
 - a. Candy station
 - b. Hat station
3. Monitor dance floor, doors and restrooms.

Post Dance

1. Put tables and chairs in closet.
2. Empty trash cans and put them back in closet.
3. Sweep floor and mop if needed.
4. Take down decorations.
5. Check with Janitor if gym is clean enough.

Leadership Responsibilities: Music list, DJ's, lighting, backdrop, we are asking for a \$50 fee to provide these services, as well as a \$100 equipment use fee.

DANCE SET UP



PICTURE TABLE

BACKDROP

GYM LOBBY

REST ROOMS

ENTRANCE

TABLE

MONEY TABLE

TABLE

TABLE

TRASH CAN

TRASH CAN

TRASH CAN

CHAIRS

TRASH CAN

SNACK TABLE

CUBBIES

HAT AREA

GYM

CHAIRS

MULTI PURPOSE ROOM

CUBBIES

CHAIRS

TRASH CAN

TRASH CAN

SOUND SYSTEM

DJ'S

LIGHTS

MOP

ICE MACHINE

TABLE CLOSET

CHAIR CLOSET

TRASH CAN CLOSET