

## OEHS Senior Celebration Committees

**All committees will appoint a representative. Report back to the main group and coordinator on their particular projects. Separate meetings times can be set for individual committees. Communicate with coordinator on any issues, scheduling, coordination with school, etc.**

### **Volunteer Communications:**

Call and/or email parents to schedule volunteers for fundraisers and the main event. Confirm /remind volunteers before each date. Utilize Signup.com with OE Wolf Parents

### **Fundraising:**

Work on ideas for fundraising. Work as a group to organize the fundraisers and break into smaller groups to handle each one if necessary.

### **Decorations:**

After a theme has been determined, work on what decorations need to be added to existing, keeping costs down to a minimum. Solicit companies for discounts or donations of material needed. Find parents that can make photo ops. Set up decorations the morning of the event, and finalize the last two hours before the event.

### **Food Donations:**

Solicit businesses for food & drink donations for the night of the event. Review with coordinator the businesses that have donated in the past. Review with registrations to determine how much is needed after final tally of students are in. Use business donation request letter. You may also be asked to get donations for possible fundraisers. Coordinate delivery or pick up of donations.

### **Business &/or parent donations:**

Solicit businesses through mailings, email and door to door for donations of items for the raffle, cash donations, gift bag donations, etc. Follow up with businesses that indicated they would donate. Big box stores may require corporate on-line donation request. Keep a list of all donations & donor, no matter how small. Report donations back to SC group and coordinator. Send thank you notes.

Find parents that can make items for raffle – bag sets, ladder golf, parents or art students to paint bag sets. Donations may be needed for fundraisers; ex. Food & drink donations for concessions for special events, bake sales, etc. Solicit donations of small gift cards for raffle and game prizes.

### **Entertainment/Games:**

Work on and schedule the entertainment for the evening. Present proposals to group for approval. Review costs of DJ, inflatables, caricature artists, etc. Decide on games for competition to be played in the commons for prizes.

### **Gift Bags:**

Collect items to be placed in the students' gift bags. Design theme t-shirt, cups, pens etc. Solicit donations to keep costs to a minimum. Number bags and set up the night of the event. Review past year's items w/coordinator.