

ALL KNIGHT PARTY COMMITTEE CHAIRS AND COMMITTEE DESCRIPTIONS

Coordinating Committee

-Mary Tyler, mjstyler@comcast.net

-Stephanie Lundborg, lundborg.family@me.com

- Organize monthly meeting
- Coordinate communication between committees
- Offer help to committees as needed
- Coordinate with both Irondale and the Family Service Center
- Publicize to both parents and students
- Coordinate with other committees for scheduling and locations of events

Treasurer

-Patty Pieper

-Becky Norton

- Responsible for making deposits, paying bills, keeping accurate records of all income and expenses and giving an updated report at each meeting

Secretary

-Joni Iaquinto, joni.iaquinto@moundsvIEWSchools.org

- Keep meeting minutes
- Distribute list by email
- Help with publications

Volunteer Coordinator

-Terri Black, tsnsblack@comcast.net

- Works with all Committees on volunteer needs for the event
 - Involves finding out how many volunteers are needed and when
 - Help committees as needed to find volunteers, assigning people as needed
 - Maintain a master work schedule
 - Advertising via social media
- May require calling and following up with potential volunteers, directing them to the committee chairs as needed

Web Site Coordinator

-Andrea Quanbeck, andzq22@gmail.com

- Creates and maintains website

Registration

-May Vang, mvvang@hotmail.com

- Andrea Quanbeck, andzq22@gmail.com

- Responsible for selling and keeping track of ticket sales
- Greeters: greet students as they come into the facility
- Hostess: greet volunteers and help get them registered, hand out information that they need for their shift and then direct them to their work location.
- Produce nametags with the student's name and number, that is worn during the event, giving a second copy to the bag room to use for each students bag

- Keep track of student information on the registration form; provide medical release forms to Medical Committee and Spa waivers to Spa Committee

Entertainment Committee

-Kira Sinn

- Contact various vendors and make all necessary arrangements
- Design timetable of events
- Work with vendors on their needs (space, checking policies of Family Service Center)
- Determine: main entertainment, inflatables, cash machine, photo booth

Bingo Committee

-Mirian Jimenez

- Secure/rent/returning the game, cards
- Coordinate prizes for winners with prize committee
- Train Bingo callers
- Room decorations – can work with decorating committee

Casino Committee

-Gina Best

- Organize and get all necessary supplies and equipment
- Setting up and running Casino during the Party
- Provide training for volunteers
- Coordinate with prize committee on money and prize distribution

Gym Games/Tournaments Committee

-Dave & Beth Sweeley

- Responsible for organizing games gym area
- Work with Entertainment Committee on scheduling
- Determine activities, secure all necessary equipment and supplies
- Conduct and supervise all the activities at the event
- Set up and organization of bracket boards, register student teams, refereeing activities, determine what winners will get (can work with Prize Committee)

Spa Committee

-Daniella Gow

- Responsible for organizing all the activities in the spa area
- Involves contacting staff or students in training, to work the night of the party
- Students must sign a waiver form – keep track of student who can partake in all spa activities and those who cannot; will be provided by Registration

Decorations Committee

-Chris Norlinger

-Yvonne Kurtz

-Becky Zonello

- Create atmosphere in Family Service Center related to the chosen theme
- Inventory decorations in storage and determine what else is needed
- Purchase remaining needs on very limited budget
- Coordinate with each room/activity for decoration

Food Committee

-Matt Tyler

- Will work with coordinating food donations and volunteers for the night
- Purchase other food needs
- Make sure food served follows any policies of the Family Service Center
- On night of party, responsible for set up and supervision of the food service area

Fundraising Committee

-Cheryl Mason

-Caroline Beckman

- Crucial to success of night – must start right away in order to build a fund balance for down payments of entertainers and facility.
- Decide on three main fundraising events
 - Garage Sale/Bake Sale
 - Basketball or other tournament
 - Other
- Work closely with Prize Committee to distribute donations

Donations Committee

-Cheryl Mason

-Caroline Beckman

- Send out letter to local businesses
- Responsible for coordinating all solicitation of donations
- Rally senior parents to donate above registration fee
- Follow up with businesses
 - Pursue donations in person if needed
 - Thank you notes to those who do donate

Prize Committee

-Gina Best

(Looking for a co-chair)

- Responsible for the prizes for the event
- Work with Games, Bingo, Spa, Bag Room, and Casino
- Establish a process for prize giveaway
- Organize prize needs
- Purchase prizes or work with Fundraising/Donation Committee

Bag Room Committee

-Brigid Gombold

- Responsible for the student bags that each student receives at the end of night
- Select and order bags
- Oversee bag room on party night
- Label bags with tags provided by Registration
- Distribute prizes to students as directed
- Organize bag and distribute at the end of night

Security Committee

-Scott Black

-Daryl Vossler

- Responsible for the security during the event
- Work with the NB Family Service Center to identify and secure all entry and exit points
- Will need a volunteer at each door
- Reinforce with graduates that this is a lock in and that the rules concerning coming on time and not leaving without a parent will be enforced
- 'Train' volunteers that work during the evening
- Contact New Brighton Police to voice any concerns – they are there to help and have made their presence known in past years

Medical Committee

- Jim and Roxie Stella as Medic Chairs

- Responsible for staffing and the necessary supplies for the medical room
- Make sure you have all medical waivers and release forms for each student at event
- Individuals staffing the event should have medical training
- During slow times, may assist in bag room

Junior Class Parent Committee

-Lori Pesall

- Responsible for gathering a group of Junior class parents
- Junior class parents should be available to guard the FSC during graduation ceremony
- Help with clean-up in the morning