

March 16th Meeting Minutes

(corrections and additions should be directed to millerl@unit11.org)

Redbird Area Questions and Facility Tour:

- Student Parking will be on the East Side of the arena
- Students will have a card for their dash identifying them as after prom participants.
- Entrance to the arena will be from the lower level – NE ramp only will be used.
- The upper concourse will NOT be accessible to students. Only the floor area will be utilized.
- There are no restrictions on where decorations may be placed. A suggestion to use balloons outside as well as inside was agreed upon.
- Electrician (hired through the ISU) is required at a cost to the after prom committee with a 4 hour minimum. ISU must be contacted about the time that the electrician is needed to start.
- 2 full time arena staff members will be onsite all night and will be available by radio.
- Clean up is our responsibility
- Set up design with number of tables needed must be given to the arena 2 weeks prior to the event.
- DJ is available through ISU if we desire at a cost of approximately 8-9.00 an hour. No decision was made regarding this. More discussion will follow at next month's meeting.
- ISU provides access to an EMT for the duration of the event.
- Set up can begin anytime after 8:00 AM – the arena is ours for the entire day.
- Entrance for set up will be through the SW loading dock doors in the morning and North entrance at night.
- Students will be escorted by parents from the arena lower level entrance to the gym for the Gamma Phi activities

Registration:

- Information packet will be sent to all Junior and Parent seniors within the next few weeks.
- Information will include:
 - ~Map designating parking areas.
 - ~Gamma Phi Circus & Upper Limits release form
 - ~Drink donation list
 - ~Volunteer sign up for working at the after prom event
 - ~Permission form for student to attend
- Students will have the opportunity to check their belongs at the registration table. Car keys will be checked as well.

Entertainment:

- Sign up for the Gamma Phi Circus activities will be at the registration table upon sign in.
- Approximately 30 students will be able to participate in each time slot.

Food:

- Set up will be similar to next year.

Prizes:

- Letters are being sent out to businesses asking for donations for prizes to be raffled off at the after prom event. Contact lists will be given to committee members and assistance will be needed to make calls to the assigned businesses.

Budget Information:

- 843.97 made on Valentine's packages
- Roughly 600.00 made on Bergner's days
- 1,000 collected from the un-raiser
- 30.00 collected from the Gill Street Fundraiser

Volunteers:

- Form will be sent in registration packet.
- Number of workers needed for the event –
 - ~Registration Area – 8
 - ~Decorations 10 -12
 - ~Security 10- 12
 - ~Medical –
 - ~Entertainment 15
 - ~Food area - _____ *number still needed*

Dates to remember:***March 21st - Decorations/materials look through : 1-3 pm at Hovren's house***

- look at previous decorations and other materials available for use at the after prom event

April 1st - Drive Thru Chicken Dinner: 3:30 -6:00 at UHS

- 10 tickets will be mailed to each Junior and Senior along with a letter explaining dates and information about the dinner.
- **Volunteers will be needed to work (parents and students)**
- Everyone's help is needed to promote this fundraiser. Lora will send a flier that can be printed and posted at the workplace to encourage ticket sales.

April 2nd – Next meeting 6:00 pm at UHS in room 204