Committee Descriptions for Senior Spectacular

AIRPLANE: Set up on Friday night before the event. Requires 3-4 people (preferably a few men). Time required is approximately 4 hours. Take down on Saturday night after event

BAYOU: Set up on Friday night before the event. Requires 5-6 people (preferably a few men to help assemble the wall). Time requirement is approximately 5 hours. Take down on Saturday night after event

CARICATURES: Booking the artist in advance of the event. Setting up Friday night before the event. Requires 2-3 people and takes about 2 hours. Making sure all the artists have insurance for the event and getting them paid the night of the event. Take down Saturday night after the event.

CARNIVAL GAMES: Make sure that Clowning Around games/inflatables are booked in advance of the event. Set up on Friday night before the event. Requires 8-10 people to set up. Time required is approximately 4 hours. Take down on Saturday night after the event. You will also meet to order prizes for the ticket redemption table. Most importantly – make sure that all permits are current.

CHECK-IN/CHECK-OUT: Set up on Friday night before the event. Requires 7-8 people to set up. Time required is approximately 4 hours. You will also need to work closely with ticket sales prior to the event. Secure shopping bags from either Whole Foods or Trader Joe’s. Four to Five volunteers will need to man the station during the entire event. Take down Saturday night after the event.

CHEZ EMERIL: One of our 3 food outlets. Set up on Friday night before the event. Requires 6-7 people to set up and takes about 3 hours. You will also need to secure all the food for Chez before the event. There will be a list of vendors that we have used in the past. You are free to go elsewhere if you prefer. You will also be responsible for having checks cut and ready to give the vendors the night of the event. Take down on Saturday night after the event.

DECORATIONS: I have been doing this for the past several years and will continue until 2020. This committee is pretty much all behind the scenes. All the committees that require table coverings, decorations, balloons, or anything to set up the night of the event will be sent to you and you will need to put a bulk order in to the various vendors we use. You are also responsible for ordering all the balloons from All Occasions Balloons prior to the event. There is a master list for both in the binder. You will need to be at the school on Friday around 3 to sort and hand out the “requested” decorations to the right committee heads.

DONATIONS/FUNDRAISING: This committee is pretty much all behind the scenes. It would be best to have 4-5 people who work well together. Responsible include soliciting donations, either monetary or merchandise, from local businesses. You can also set up “Senior Spectacular” dinning nights at local restaurants. You will be working closely with the Raffles committee who is responsible for using the donated items in raffle baskets and putting together “stage” prizes for the end of the night. There is no set up or tear down for the event. You will also need to acknowledge any donor over $250 by submitting an article in the Naperville Sun the week following the event as well as sending thank you notes out to ALL the donors.

ENTERTAINMENT: I have been doing this for the past several years and will continue until 2020. This is a one-person committee. You are responsible for booking the DJ, Game Show (Game Show Guru), and the Magician (Dan Brander). I usually book them all by September. You’ll need copies of their insurance waivers and secure payment the night of the event. I usually decorate the main stage with Friday evening or Saturday morning.

EVENT CO-CHAIR(S): I have been doing this for the past several years and will continue until 2020. Event co-chairs along with the treasurer, the secretary, and the volunteer coordinator make up the “executive committee”. Joint responsibilities include securing the forum room for the monthly meetings October – April as well as the school for the weekend of the event. You will also be working closely with Karri Cahill, Bob McBride, and Andrew Weed. You will also need to schedule a walk thru with the Naperville Fire inspector a few weeks before the event. Work with the senior house and the counselors to endure every senior has the opportunity to attend the event. I’m sure there is much, much, more. I’ve been working on auto pilot for the past 7 years so I’ll include more details after the 2018 event.

FIRST AID: You must be a registered nurse. We preferably like to have 2 RNs to break up the evening into two shifts. Your responsibilities include treating (minor) injuries should they happen the night of the event.

GRAVEYARD: Set up Friday night of the event. Requires 5-6 people and takes approximately 4 hours to set up. You will also need to be present the evening of the event to take down on Saturday evening after the event.

TARROT CARDS: Booking the card readers in advance of the event. Setting up Friday night before the event. Requires 2-3 people and takes about 2 hours. Making sure all the card readers have insurance for the event and getting them paid the night of the event. Take down Saturday night after the event.

INFLATABLES: This is a one-person committee. You need to book the inflatables though Clowning Around and make sure that all the permits are current.

JAVA & JAZZ: One of three food outlets. Requires 3-4 people and takes approximately 3 hours to set up. You will also need to secure the Starbucks coffee and treats before the night of the event. You will also need to take down Saturday night after the event.

MEMORY LANE: This is a 3-4-person committee and takes approximately 3 hours to set up. You will be working closely with ticket sales to collect the form and picture that’s part of the on-line packet. Take down Saturday evening after the event.

PAT O’BRIEN’S: One of our 3 food outlets. Set up on Friday night before the event. Requires 5-6 people to set up and takes about 3 hours. You will also need to secure all the food before the event. There will be a list of vendors that we have used in the past. You are free to go elsewhere if you prefer. You will also be responsible for having checks cut and ready to give the vendors the night of the event. Take down on Saturday night after the event.

PHOTO BOOTH: This is a 3-4- person committee and takes approximately 3 hours to set up on Friday night before the event. You will also need to take down Saturday night after the event.

PHOTOGRAPHER: This is a one-person committee. You will be responsible for roaming around the event and photographing the students (candid and posed) throughout the event. Our previous photographer (Sabina Cavalli) would then post all the photos to a site where the seniors could download them for free.

PR/COMMUNICATIONS: This is a 2-3-person committee. You will be responsible for communicating directly with Lance Fuhrer to promote SS. You will also need to design, have printed, and post the Posters before the kick off in February. We usually kick off close to Valentine’s day every year. The PR committee will attend all three days of senior essentials to explain what SS is and let the students know about ticket dates.

RAFFLES: This is a 2-3-person committee. You will be responsible for purchasing raffle prizes (approximately 500) and putting together baskets for the stage prizes that will be raffled off at the end of the evening. Tina Skar has headed this committee for the past 5 years and keeps great notes in the binder.

SALON AND SPA: This is a 2-3-person committee and will take approximately 4 hours to decorate on Friday night before the event. You will be responsible for securing 10-12 hair stylist from either the beauty school or various salons so we can have two shifts of 5-6 at a time. Volunteer parents will be painting nails so no need to secure manicurist. You will also be responsible for tearing down Saturday night after the event.

SECRETARY: The secretary is part of the executive committee. You will need to attend all the monthly meetings, take notes, and post those notes on Google Docs so that everyone can stay abreast of what’s going on leading up to the event.

SR HOUSE DECORATIONS: This is a 4-5-person committee and only requires 2 days of work. You will need to decorate the senior house and hallway the day before the kick off (in mid-February). You’ll need to come back on the Friday of set up and take down the decorations.

SECURITY: This is a 1-2-person committee. You are responsible for handing out “security” t-shirts to the volunteers the night of the event. You will be given 48 volunteers for the evening. There are 12 security posts that need 2 volunteers per shift and there are 2 shifts. You’ll need to assign the volunteers to the 12 posts. After the event you are also responsible for washing and drying the shirts and returning the bin back to one of the co-chairs.

SUNDAY LOAN AND UNLOAD: This is a 15-20- person committee. You will be in charge of reloading the moving truck (on Sunday morning around 8:00 am) with all of the SS decorations, driving to the storage unit, and unloading all the items back into the storage unit and returning the moving truck.

TATTOO PARLOR: This is a 2-3- person committee and will take approximately 3 hours to decorate on Friday night before the event. You will also be responsible for ordering all the tattoos for the event and tearing down Saturday night after the event.

TICKETS: This is a 1-2-person committee. There is no set up or tear down. You will be in charge of the Event Brite website during ticket sales which will start the second week of February and go until the second week of April. You will be working closely with the check-in/check-out committee to ensure that all students who have purchased a ticket for the event are registered and will have no problem gaining entrance the night of the event.

TREASURER: This is a one- person committee. You will be part of the executive committee and will need to attend all the monthly meetings. You will be responsible for obtaining payment for all the vendors the night of the event, or prior if deposits are required. You will be the liaison between the executive committee and the Neuqua representative (TBD) who will be writing and signing the checks. You will also be responsible for keeping track of all the expenses for the event.

T-SHIRTS: This is a one-person committee. No set up or tear down is required. You will be responsible for organizing the “T-shirt” design competition and posting for designs for the seniors to vote on. Once a design is chosen you will be responsible for ordering the t-shirts. You will be working closely with ticket sales to get a count for size and number of shirts to order.

VOLUNTEERS: This is a one-person committee. There is no set up or tear down. You will be responsible for making sure that each committee had the adequate number of volunteers the night of the event. You will be working closely with ticket sales who will forward the volunteer names to you as they come in. PTSA also has a list of parents who have expressed interested in volunteering for SS. You will also be responsible for handing out nametags to the volunteers the night of the event. Of course, you will have your own volunteers there to help you.

WHERE WILL YOU BE: This is a 4-6- person committee and will take approximately 3 hours to set up Friday night before the event. You will need to secure 2 recording devices and 2 tripods for the night of the event. You will also be responsible for purchasing a few other items that will be spelled out in the binder (2 SD cards, a world map, and a few other items). You are also responsible for tearing down Saturday night after the event.