

After Prom 2017

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Event Planning & Detail:

- The After Prom event usually occurs at the end of April on a Saturday night, the same night as the Dawson Prom, the event is from 11PM to 1AM.
- In early January, **connect and meet** with Arnie Lewis, Dean of Students, & the Upper School Town Council to discuss the date and time of the Dawson Prom and where they are having the event. Then you can discuss ideas for spots for After Prom nearby. (Come with ideas if possible – so the kids can weigh in sooner than later). Past After Prom locations have included Fat Cats & the CU Bowling Alley “Connections.” Ideally, the event location has a mix of games for the kids to partake in.
 - *For 2017 the Prom was at the Rembrandt Yard Art Gallery in downtown Boulder on the third floor. After Prom decided to put on a Casino Night theme event and did this at the same location, the Rembrandt Yard Art Gallery on the second floor. Having the Prom and After Prom in the same location was a boon for the event seeing the students simply walked down the stairs and into the After Prom party – capturing the biggest student audience possible.*
- Check with the DPA Treasurer to find out your **total After Prom budget**. As you go, you will keep all invoices/contracts/receipts and make sure you stay in budget. On the DPA website, www.dawsonpa.org, you will find at the bottom of the homepage a link to “Financial Forms.” Here you can get a “Reimbursement Form” for your needs.
- Choose and secure (with a contract & deposit) a **location** for After Prom based on proximity to the Dawson Prom location, budget and student preference.
- Decide on what **décor** is needed for the event. In the past, minimal décor was preferable, as the event space had enough going on already design-wise. However past After Prom chairs have done some festive balloons for the entrance and a few other minimal items to create mood (candles containing battery

powered votive lights), but in general, décor is not a large focus.

- Decide on other potential **entertainment needs**: music for the event, selfie booth for the event, etc? Do you need to provide any other fun entertainment – or does the event venue provide it all?
 - *In 2017 we knew we had a blank art gallery space to work with so we needed full on entertainment. We hired a Casino Game Company to fully outfit the event and staff the games. The kids LOVED this – and requested a repeat – and more poker tables. The Company provided a wide range of games – 8 table games and 5 large interactive games as well as a cash cube. We gave out prizes to the kids with the most chips at the end of the night.*
- **Prizes/Raffles** for the event. Normally this is used to keep the kids at the party till the end of the event, seeing the prizes are desirable and useful – and only awarded at the end of the evening. In the past the prizes have been gift cards --one year there was talk of giving away a big ticket item like an iPhone.
 - *In 2017 we purchase six \$50 Visa cards, which we gave out at the end of the night based on kids with the highest chips – which meant they had to play a lot of games – and stay till the end of the event.*
- Reserve a **School Bus** for the event. This bus normally takes the kids FROM Prom (if at a different location) TO After Prom and then FROM After Prom back TO Dawson Arts Center at the conclusion of the After Prom party.
 - *In 2017 I only had to arrange for a bus to take kids FROM After Prom back TO Dawson, and I sent out a signup link to the student community. The day before the event, we still did not have any students signed up, yet I was told in years past, this was not uncommon and the average ridership can be up to 30 kids, requiring a big bus. I kept the bus reservation, yet at the conclusion of the 2017 event, not ONE student took the bus, it was a complete waste! I believe this was due to having the location of the Prom and After Prom in the same location and in downtown Boulder. Also more kids took advantage of*

UBER transport. Yet, you may want to consider that NO BUS is necessary – if no one has signed up.

- Decide on food for the event. The kids frankly don't love to eat at the event – we have found that a minimal amount of food goes a long way.
 - *In 2017 we hired a chocolate fountain, which was a HUGE hit. Kids could put fruit or pretzels in the fountain and they had plenty – and plenty of fun. The only necessary beverage was water – we had Sage provide us with 3 of their large spa water containers and we refilled on site as needed. We needed to provide compostable plates & napkins for the fountain and cups for water, but that was it.*

****IF you want to use any ideas or vendors from the past year's event, check with the DPA Assistant Treasurer who can pull our contracts (in files in DPA Office) – so you can see who we worked with and how much we paid.**

****Please refer to **DPA Upper School Coordinator USB Drive** for all digital materials needed to perform duties. These materials are template examples from which you can edit and adjust as desired.**

THANK YOU for your great service to the Dawson School Community!!!