

# YOUR PLANNING COMMITTEES

One large committee is all that is needed if your school is small, but if you have a large school, you might find that splitting up into several smaller sub-committees makes it easier and more efficient to plan a large event. Each sub-committee should research their areas of responsibility and bring information and recommendations back to the large committee to vote on. The number and type of sub-committees will vary depending upon your needs. You might have:

## **Budget Committee**

**Responsibility:** oversee the budget for the event and things leading up to it

This committee works closely with all the committees to ensure funding for your event. The Budget and Fundraising Committees can work together to make sure there is enough money to meet your planning needs.

## **Fundraising Committee**

**Responsibility:** choose, plan and execute fundraising activities throughout the year to help fund your event.

## **Decorating Committee**

**Responsibility:** research possible themes and colors. Conducting student surveys for theme ideas.

Once the theme has been chosen, this committee should order the theme, set it up and take it down, and choose the decorations for other parts of the room, including entrances, tables, photography area, ceilings and walls.

## **Food Committee**

**Responsibility:** choose and food and beverages the event and facilitate the distribution.

## **Entertainment Committee**

**Responsibility:** choose the DJ, band and/or other entertainment, make announcements, arrange for someone to serve as Master of Ceremonies and ensure that the evening's program is followed. May also be in charge of security, or you could have a separate committee for this.

## **Publicity Committee**

**Responsibility:** advertise your event.

Create and display posters or banners, put ads in the school or community paper, or make announcements over the PA. You might work closely with the Fundraising Committee to get the word out about all the fundraising activities that are being held.

## **Favor/Prize Committee**

**Responsibility:** research, choose and order favors for attendees, chaperones and volunteers. Solicit prize donations and procure and distribute prizes.

## **Invitations/Tickets Committee**

**Responsibility:** determine wording for and order invitations and tickets. Ticket sales.

## **Royalty Committee**

**Responsibility:** determine voting methods, conduct student voting for Royal Court, tally votes and announce winners.