

**RANGELEY LAKES REGIONAL SCHOOL
CO-CURRICULAR
JOB DESCRIPTION**

TITLE: Prom Coordinator

REPORTS TO: Principal/Superintendent

JOB SUMMARY: This coordinator will primarily be responsible for planning the junior prom with a committee of students and their class advisor.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Effective communication with area businesses and school administration
- Establish and maintain budget
- Communicate with parents and students following class meeting to set groups and committees
- Organization and coordination of set up, supervision and take down.
- Arrange supervision and chaperones
- Coordinate organization/storage of decorations with maintenance
- Delegate and oversee responsibilities amongst class/committees for:
 - Advertising
 - Posters
 - Ticket sales
 - Creative
 - Venue
 - Décor for venue
 - Theme for decorations
 - Senior gifts
 - Financial
 - Create/maintain budget
 - Fundraising
 - Purchases
 - Organizational
 - DJ/Entertainment
 - Video/photographer
 - Refreshments

Approved: 3.4.2024