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