

Glitter Ball Responsibilities:

The Glitter Ball Dance is run by two volunteers.

-Choose Date for the Dance after confirming:

1. The school availability (Call Maribeth Driscoll in the school office to check availability, we need a maintenance person on site for the night). We usually decorate the evening before (Friday) at 6:00 after the Y Program kids have been picked up
2. Photographer – Memories Studio in Rye
3. DJ – Dancing Machine Co in Portsmouth
4. Florist – Dot's in Exeter

-Save the Date in Friday Folders to “Girls Only” approximately 6 weeks or more before the dance

-Set up Sign up Genius for volunteers for: Setup (5 people); food (apps and desserts, unlimited number); Check-in Table (2 people); Flower table (2 people); Food table (1-2 people); Drink table (2 people); Floaters (1-2 people), Coat check (1-2 people).

-Dance Flyer in Friday Folders a week or so after the Save-the-date (including Signup Genius link). Put flyer on Blackboard (Contact Maribeth).

-Send another flyer a couple weeks after that with photographer's form on back side of flyer (both forms on Blackboard)

-Send final flyer and notice a week or two before dance (final notice with Signup Genius on Blackboard)

-Set up Friday night 6:00 Usually takes 4 hours or so

-Clean up after dance: Takes approximately 1 hour

Other misc. info:

We make about 15 gallons of lemonade and about the same amount of water

Coffee x 4 Boxes of Joe (1 decaf) picked up the night of the dance

We also make favors for the girls, usually includes Hershey kisses and another item (bracelet, lip gloss, etc.)

Tracey Reardon (4/15)