

# Prairie View High School

## Dance Protocol and Policies

As with any fundraising event, dances require completion of the appropriate paperwork and will be assigned accordingly. Dances require more specific responsibilities which are outlined below:

- Secure a minimum of 10 chaperones and provide a list to the Activity Coordinator 24 hours prior to the event. Ask chaperones to arrive 20 to 30 minutes prior to the beginning of the dance so they can be briefed and in position for a timely opening.
- Secure off duty police security.
- Request cash box (change) from Financial Secretary at least 24 hours prior to the event.
- Hire DJ - StuCo also has additional information on professional DJ's. (Note: It is the responsibility of the advisors to communicate with the DJ that "school appropriate" music must be provided.)
- Communicate with the custodial staff to inform of event and arrange for specific needs such as additional tables and chairs, removal of tables, extra trash cans, etc.
- If you would like to have additional drinks and snacks available they will be provided at your cost. It is advised that you use the concession stand as a sales point and confine food and beverages to the area in front of and around the concession stand. This eliminates potential problems with food or liquids on the dance floor.
- If your group chooses to decorate, all decorations must be removed before departing the building at the end of the event unless other arrangements have been made with administration and custodians. Decorations must be affixed with "blue" tape. StuCo has black-out covering for the cafeteria windows that may be borrowed for your event.
- Post signs on the exterior to guide guests to the entrance.
- Restrict access to exterior doors and "off limits" areas utilizing signs and chaperones.
- Post signs on exit doors stating "No Re-entry!" Once students are out of the building they may not return. Stage a chaperone at the main entry/exit to help enforce this policy.
- All students are required to show ID's for admission.
- Guests must be 18 years of age or younger and have filled out a guest pass form. Guests must be high school students. Middle school students are not permitted to attend high school dances.