

Special Someone Dance Night Checklist

- Select Date and have HART Administration approve
**usually it is on Thursday 6-7:30pm; clean up 7:30-8pm*
- Submit SPS request form (City of Stamford permit) – Ask Main office staff for it – complete & submit to Administration for signatures
- Create a flyer
- Print tickets for the event (*price \$*)
- Make and distribute copies of the flyers to the classrooms
- Put up poster(s) to announce the upcoming event near the entrance/exit doors
- Contact the DJ regarding music
- Create - Sign Up Genius/ask for volunteers to help during the event
- Sale tickets /during drop off *8:40-9:00am* or pick up *3:15-3:35pm for a week*
- Depending on tickets sales – determine # of pizzas to order for the event and sell them for \$2.00 a slice (order from Luigi's – "\$9.00 School Special" and they will deliver too)
- Raffle prizes (typically 6-7 prizes)
- Buy cups, plates, napkins, tablecloths & lemonade mix (check PTO closet before purchasing, typically from Costco)
- Decorate Gym (balloons, tablecloths, decorations (see PTO closet)
- Sell raffle tickets @ event for raffle prizes
- Two (2) five gallon buckets – 1 for water & 1 for lemonade

International Night Ball-Spring Checklist

- Select Date and have HART Administration approve
**usually it is on Thursday 6-7:30pm; clean up 7:30-8pm*
- Submit SPS request form (City of Stamford permit) – Ask Main office staff for it – complete & submit to Administration for signatures
- Create a flyer
- Print tickets for the event (*price \$*)
- Make and distribute copies of the flyers to the classrooms
- Put up poster(s) to announce the upcoming event near the entrance/exit doors
- Contact the DJ regarding music
- Create - Sign Up Genius/ask for volunteers to help during the event
- Sale tickets /during drop off *8:40-9:00am* or pick up *3:15-3:35pm for a week*
- Depending on tickets sales – determine # of pizzas to order for the event and sell them for \$2.00 a slice (order from Luigi's – "\$9.00 School Special" and they will deliver too)
- Raffle prizes (typically 6-7 prizes)
- Buy utensils, cups, plates, napkins, tablecloths, lemonade mix & serving utensils for the "potluck food" being served that night (check PTO closet before purchasing, typically from Costco)
- Decorate Gym (posters & misc. decorations in bin labeled International Night in the PTO closet)
- Sell raffle tickets @ event for raffle prizes
- Two (2) five gallon buckets – 1 for water & 1 for lemonade