

**Senior Grad Night Chairperson and Co-Chairperson**

Senior Grad Night Chairperson heads the planning, meetings, and execution of the Grad Night event. Prepare agendas, keep all records/documentation, develop sub-committees and co-ordinate event. This event occurs the evening of the Senior Graduation and runs overnight. Planning for this event should start the end of Junior year, some summer meetings, and continue until the event in June. Work with PTSA to arrange treasurer activities, plan budget, expenses, contract negotiations, and liability requirements. Work with WHS Administration to co-ordinate any fundraising, special needs, registration, or approvals. PTSA sponsors Grad Night; however, it is a non-school function and hosted completely by parent volunteers. A Grad Night Co-Chairperson may be assigned to assist in recruiting volunteers, helping with budget, managing registration, flyers, mailings, and PR of the event. Subcommittees may be formed to help with vendors (bus, location, music, security, etc), activities, raffles, donations.