

Dance Planning

Class dances are semi-formals. Each class holds one dance at town hall during the school year. There is a strict procedure for how dances are planned and carried out. Dances, while being a fun social event, are also significant money-makers for the class if there is good attendance. The following information is a guide to understand the policies and procedures for dance planning. Most of the planning is done by the HS administration, the Substance Abuse Coalition, the class advisors and class officers. Note that all chaperones for dances must be WHS faculty or Substance Abuse Coalition representatives and cannot be a parent of a child in attendance. The High School principal, Assistant Principal and faculty advisors attend the dances.

Steps involved in planning a dance:

1. **Schedule a date for the dance.** Class officers should meet with the WHS principal early in the school year to assign a date for the dance. Dances are held on Friday nights, and there are limited Friday dates in the school year that don't interfere with other school or town events. Class officers should work closely with faculty advisors, using the town and school calendar (particularly the sports calendar), to find a date that works for the majority of students in the class. In the past, seniors have had the priority for a fall dance date, freshman and sophomore dances have been held in late winter/early spring and junior dances in late April/early May. The principal will contact Town Hall to secure the date.
2. **Secure a DJ.** Class officers must arrange for a DJ to play for the dance. A deposit and signed contract may be required to book the DJ. Don't wait until the last minute!

Recommended DJs:

Jason Senior of Baystate Entertainment 508-340-5726

3. **Dance Contracts, Promoting the Dance, Selling Tickets.** As the date of the dance approaches (about 1 month before), class officers meet with HS administration to discuss dance contracts. Contracts are mailed by the WHS main office (students do not have to do this) to the parents of each student in the class. They must be signed by the student and parent and returned before students can purchase dance tickets. Class officers must also arrange to meet with the Substance Abuse Coalition representatives prior to the dance, and either the faculty advisors or the main office will facilitate this. Class officers at this time set ticket prices, spread the word about the dance, make posters to promote it, and put a notice in the PFA communication regarding the dance. Class officers may develop a dance committee to help with ticket sales and decorations. Tickets for the dance are sold by the class officers the week of the dance only, at lunch periods, but ticket sales are closed on the day of the dance. Actual tickets are not issued, but students who return a contract and pay for the dance are added to a list which is used at the door as students are checked in.
4. **Arrival/Departure Times.** Doors to the dance open at 7:30 pm. Students must be checked in to the dance by a parent. That parent may also sign in the student's guest. If for some reason a parent is unavailable to check a student and their date into the dance, prior arrangements must be made with the HS principal or assistant principal. Dances end promptly at 11 am.

After 8 pm, students may not enter a dance unless they have permission from an assistant principal. Sometimes athletic teams may have a Friday night event that forces the entire team to come arrive at the dance after 8pm, or require them to leave early. In this case, a team list should be given to an assistant principal.

5. **Pocketbooks and Jackets/Coats.** All student pocketbooks must be checked in and left in supervision of a chaperone. Pocketbooks are not searched or checked, and students are allowed access to their contents throughout the night. This policy is in place to reduce the incidence of theft or loss. It is also recommended that a coat rack and hangers be ordered from Petersons' Rental so boys can hang suit jackets, and winter coats can be hung. There is a rack at town hall, which may suffice if the weather is mild.
6. **Alcohol/Drug Policy.** If students are suspected of being under the influence of drugs or alcohol, a school administrator will interview the student. If the administrator believes the student is under the influence, a police officer on the detail will administer a sobriety test. If the officer determines that the student is under the influence, an administrator and officer will escort the student to the police department (across the street from town hall). The student will be placed in protective custody until a parent or guardian picks up the student.
7. **Guests.** Students in the class having the dance may invite one guest from another WHS class. Students who would like to invite a guest from another high school must get special permission from an assistant principal. All guests must also submit a contract with a parent/guardian signature and be signed into the dance by the sponsoring student's parent.
8. **Invite Faculty Chaperones.** Class officers are responsible for recruiting the required five faculty chaperones to attend the dance. Faculty advisors generally help the class officers identify staff that will attend dances. Faculty chaperones are given a small stipend to compensate them for their time.
9. **Police Detail.** A police detail is required for outside of town hall. School Resource Officer Dan Perenick will arrange for the detail. When ticket sales are complete on Thursday, class officers should report the number of students attending the dance to Officer Perenick.
10. **Decorations and Refreshments.** Town hall is available for decoration after school on the day of the dance. It is advisable to have a group to help decorate as the time goes by very fast and students want to go home to get ready for the dance. Students may use lights, balloons, flowers, etc to decorate town hall. It is recommended that decorations be kept simple and they are required to be removed at the end of the dance. Note that no individual tables are allowed, except for food and registration tables. Town hall has many chairs that can be set out for students, but in the past students have not spent much time sitting and tend to stand or dance for the duration of the dance.

Table placement: One table is needed on the stage for the DJ, food tables (2 or 3) are lined on the left side of town hall, and 2 or 3 more tables are needed by the chaperones for student/parent check in. The substance abuse coalition chaperones will adjust the registration tables to where they want them so just make sure there are tables available at the back of the hall for them to use. Custodian is usually available to help with placement.

Food: Refreshments are welcome, and donating food and drinks is a way parents support a dance. Water seems to be preferred by the students, with soda a close second. It can get very hot and stuffy in town hall, and students go through a surprising amount of beverages. Beverages may NOT be in single serving containers. All drinks are poured by chaperones from original containers into paper cups. Six ounce cups are best, and students will use up to 1000 cups per dance. Snack foods are best, and some classes report little food is consumed during dances, while others report more food is eaten.

11. **Clean up:** Parent advisors should recruit a crew of five parents to help clean up after the dance. Clean up is the responsibility of both the class officers and parent assistants. This usually only takes 15 minutes.

Dance Expenses:

DJ	\$300
Police Detail:	\$175
Decorations:	Varies
Chaperones:	\$20/chaperone
Beverages:	usually donated by parents
Snacks:	usually donated by parents
Cups:	usually donated by parents
Quantities:	6 ounce paper cups- at least 1,000
	Water --16 ounces per student
	Soda- variety of flavors, 16 ounces per student
Plastic tablecloths	for beverage and snack tables, usually donated by parents

Expenses that are incurred for dance supplies, eg for decorations or refreshments, can be submitted through the class treasurer for reimbursement.