



Grad Night Boosters
18627 Brookhurst Street
Box 120
Fountain Valley, CA 92708

Job Title: Decorations

Description of Duties:

1. Attend all Grad Night Executive and Extended Board Meetings.
2. Be a part of the budget planning on what may be needed for the event.
3. Work with Entertainment Chair and Construction Chair on what will be needed to have for the event.
4. Be sure to keep the Conex Box clean.
5. Prior to the Event, take inventory of what can be used and start to plan out what is needed.
6. Order anything that is needed – Numbers of the Class Decorations – easy to stick in the ground.
7. Be onsite to load the U-Haul the day prior to the event from the school campus.
8. Be onsite to unload the U-Haul the day of the event.
9. Set up the event with decorations – ranging from covering the poles with gossamer and setting up flags and displays – be creative.
10. After Event is over – pack away all the decorations.
11. Load the U-Haul
12. Unload the U-Haul at the School.

Time of Service Dedication:

1. Attending the meetings.
2. Prior to the event – planning -and inventory.
3. Morning Prior – Packing the U-Haul.
4. Day of Event - Unloading, set up at the event.
5. After Event - Packing and unloading the U-Haul at the school.