



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

Job Title: Entertainment

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. Be sure that Summerfest Dates line Up.
4. Negotiate and Sign Contract with Ron Porter for Entertainment.
5. Negotiate and Sign Contract with Funky Hair.
6. Negotiate and Sign Contract with Casino – Siam.
7. Negotiate and Sign Contract with Wax Hands.
8. Work with the Treasurer to write out Deposit checks for each partner and mail out.
9. Confirm the Nurse is all set.
10. Confirm Photographers for the event.
11. Confirm the Bags can be picked up through Jostens – donated.
12. Take inventory of the Conex for Raffle Tickets and if need be – order them for the event.
13. Take inventory of the Games for the Game Booth Contact for the day of loading and set up.
14. Set up Meeting with Security Person to be sure we know what the plan is for the evening.
15. Sign the Security contract.
16. Email all partners 60 days and then 30 days prior to the event to confirm dates and times of loading in.
17. Order the U-Haul for the day prior to pick up at 7am and drop off day after event by 12pm.
18. Be sure to stay on track for the timing of the remaining monies due to the partners.
19. Be onsite to load the U-Haul the day prior to the event from the school campus.
20. Be onsite to unload the U-Haul the day of the event.

21. Oversee the Setup of the event of Decorations and Construction and Game Booths – be creative.
22. Have All Checks from the Treasurer ready for the day of the event to hand out as the remaining funds are needed to pay partners.
23. Be onsite to show where the partners need to set up when they arrive.
24. After the Event is over – oversee the breakdown of all the partners, and the construction, game booths, and decorations.
25. Pack the U-Haul.
26. Load the U-Haul.
27. Unload the U-Haul at the school.

Time of Service Dedication:

1. Attending the meetings.
2. Phone calls and emails in August/September to our long lasting partners to confirm the date of the event.
3. Pick up and mail out contracts and checks.
4. Prior to the event – planning – and inventory.
5. Morning Prior – Packing the U-Haul.
6. Day of Event - Unloading, set up at the event – be there to receive the Partners and their items for direction.
7. After Event - Packing and unloading the U-Haul at the school.