

Request to Administration to Hold Dance Form

Name of Dance

Date of Dance

Signature of Advisor/Group Requesting

Date of REQUEST

Signature of Administrator



The following administrative issues are **necessary!** Please be sure to get administrative approval where needed!

Duties of Group Sponsoring Dance

TIMELINE

Date Completed

Administrative Coverage & Gym Time Reserved

(4-weeks)

Treasurer / Workers for Entry

(2-weeks)

Choice of Music

(2-weeks)

Guest sign-up sheet in Main Office

(2-weeks)

Chaperones

(2-weeks)

Minimum of 6 chaperones for minor* dances;

*Minor dances consist of: Senior Toga, Holiday & Class.

Minimum of 8 chaperones for major** dances;

**Major dances consist of: Prom, Homecoming, Sr. Reception, March Madness, Morp & Hop;

Chaperone & Phone Number

Chaperone & Phone Number

1. _____

5. _____

2. _____

6. _____

3. _____

7. _____

4. _____

8. _____

Event Procedures

Dance time - 8 - 11 PM / Doors open at 8 PM / No one admitted after 9 PM***

No one will be allowed re-entry to the building once they leave the dance

Purses and/or backpacks will be checked in

One (1) person collects & one (1) person stamps (student/parent/staff)

ALL school policies are in effect regarding inappropriate behavior during each dance.

***Needs prior approval by administration