

The COMMITTEES

ACTIVITIES

Following is basic information you will need about activities:

- **ACTIVITIES NEED TO BE SOMETHING THAT STUDENTS CAN *NOT* DO IN THEIR OWN COMMUNITY EVERY WEEKEND.**
- *The more activities provided, the less chance of boredom and students leaving to go to other parties.*
- It is important to have something to do the *entire* time the party is scheduled.
- Activities need to be **varied** so there are both active and passive things to do. **KNOW YOUR AUDIENCE.**
- Activities should **run simultaneously** so students can go from one to another. **If there is lag time between activities, some students will get bored and leave.**
- **If at all possible, try to coordinate activities with the party theme.**
- Save equipment from year to year, if at all possible.
- **Be sure to obtain a copy of EACH vendor’s liability insurance policy before the celebration.**
- If celebration is sponsored by the PTA, **only the PTA president may sign contracts.** (*See chapter on Relationship with PTA.*)

Somewhere between 3:00 and 4:30 a.m. is usually a low period for students. They are getting tired and may have tried all the different activities. Have something new and different such as a contest or new activity that will spark their interest at this time. Introducing breakfast at this time is a good idea.

Celebrities: Some communities will be able to engage a name entertainer, sport’s figure, or other celebrity that the students (NOT necessarily parents) would enjoy, but if their attendance will overshadow the purpose of the celebration (too much press, security, etc.), try to limit their help to pre-party activities. (NOTE: politicians are not usually the best choice.)

It is just as important to have the right person running the activity as it is to choose the right activity.

An activity may completely bomb one year because the adult running it stands back and waits for students to *choose* to participate while it is a real hit another year due to an enthusiastic volunteer who “promotes” the activity with a little “carnival” chatter and cheering-on of the participants. While volunteers should not be involved in playing the games, they should *act* as if they are having a good time and try to persuade students to join in and try the activities. Smiles go a long way!

ACTIVITY SUGGESTIONS

Some suggestions, along with descriptions are included to provide a *starting* point for choosing activities. Remember, **what works at one school may not be appropriate at another.** Also keep in mind that it is OK to have the same successful activity year after year since many (prom) or all (grad) students will be new. Many repeat prom participants also look for a particular activity to be at the celebration.

MUSICAL ACTIVITIES

1. **Audio Recording Studio.** Booths are available for rent. Give each group a tape/CD of their performance.
2. **Dancing.** Some schools find this to be a popular activity while others find this to be the least popular.
3. **Karaoke.** Vendor provides TV monitor with words to music on screen—like watching MTV with words. Participants follow lighted words and sing to recorded accompaniment. Can be done individually or as small or large groups.
4. **Line Dancing.** Find someone to teach a *simple* dance. If group gets into this, progress to more difficult steps. Beware of trying to teach too many steps at one time. The students should have a sense of success.
5. **Music.** Use a DJ, live band, or combination of the two; suggest a committee of students choose band if a *live* one is used. DJ’s are the most economical and, in most cases, the most successful. It would be good to discuss the following items with the band and/or DJ before the party:
 - Alcohol and other drugs are not permitted before or during their performance.
 - Songs glorifying drugs or alcohol may not be used.
 - If the music is being broadcast live, alcohol commercials may not be used.
 - Appropriate clothing must be worn.
 - Rules are to be followed or payment will not be made (be sure to withhold at least half of payment until **after** performance).
 - Smoke or fog machines are not allowed by the fire marshal.
6. **Video Recording Studio.** Booths are available for rent. Provide props/costumes and let them “lip sync”. Let students act out simple parts and compete for “Academy Awards” given at end of party. Tapes/CD’s of students’ performances are provided as a souvenir.

ACTIVITIES THAT PROBABLY WILL HAVE TO BE RENTED FROM A VENDOR. *The vendor should provide at least one person to run these activities due to safety considerations. Be sure that the liability coverage you have does not exclude any of your chosen activities.*

- **Bouncy Boxing.** Inflated ring and oversized gloves.
- **Bungee Running.** Horizontal bungee jumping within an air-inflated mattress “alley.”
- **Giant Slide.** LARGE inflatable slide. Needs tall ceilings; gyms work well.
- **Gladiator Duel or Gladiator Jousting.** Full inflatable crash bed with foam gladiator stands and dueling sticks.
- **High Striker.** Old carnival strength tester: Participants hit target with sledge hammer to see if they can make the bell ring. *Be careful where this is put as it can damage a gym floor.*
- **Human Bowling.** Participant puts on helmet and is strapped into seat inside large cage-like ball. Ball is then given a large push down “alley” (by person(s) staffing activity) into the “pins.” If a strike is made on first try, turn is over. Otherwise, one more push is needed to try to “pick up the spare.”
- **Human Gyroscope or Orbitron.** Standing or sitting space simulator; may be for one or two persons.
- **Knock Your Block Off.** Cross between Sumo Wrestling and Gladiator Jousting. Participants suit up in large padded suits making them look as if their neck is at the top of their actual head. A fake padded “block” head is attached to their “neck” with Velcro. They use sticks similar to the jousting sticks and try to knock each other’s “block” off.
- **Laser Tag.** Huge inflatable space station “room” available with all the equipment to play.
- **Money Machine.** Blow real money, play money, discount coupons, etc., around a booth. Let students keep whatever they can catch in a set amount of time (suggest 20 seconds). Some schools let students spend “funny” money at prize booth and keep real money. Be sure to test method beforehand as varying conditions may make this too easy. Some banks, car dealers, and radio stations have access to booths for promotional events and may be willing to loan them. *Be sure students wear eye protection or blind fold!*
- **Moon Bounce.** Be SURE to follow ALL safety instructions. If vendor doesn’t provide guidelines, issue your own. It is STRONGLY recommended that only four teenagers at a time be allowed to participate in this activity and that NO rough-housing (jumping on top of one another or over air blower at back of equipment) be allowed. **THIS IS FOR THEIR OWN SAFETY. Be firm about these safety rules.**

- **Robo Surfing.** Multi-speed surf board mounted in center of large air mattress to simulate surfing.
- **Robotic Boxing.** Hand-controlled robots in a boxing ring.
- **Spaceball.** Sitting space simulator.
- **Sumo Wrestling.** Two participants put on oversize *full-body* inflatable suits which are then inflated. Participants will each look like *HUGE* men wearing only the traditional Japanese Sumo wrestling suit. Helmets and wrestling mats should be provided for safety. One finger is all that is really needed to knock an opponent over—and person knocked down will usually be physically unable to get up until helped. Audience probably enjoys this one as much or more than the participants who will end up hot and sweaty.
- **Velcro Jump.** Please do NOT use the make shift kind seen on David Letterman: plywood wall and mini-trampoline. Safer version has air mattress back wall, floor, and short side walls. Both back wall and Velcro suits should have new enough (strong enough!) Velcro to *really* stick.
- **Velcro Olympics.** Two-person races with variety of climbing, crawling, tunneling activities through/over/ on large inflated air-mattress while wearing Velcro suits.
- **Virtual Reality.** Participants wear head gear which allows them to feel as if they are *in* the scene they are seeing. They use a “joy stick” to move around from room to room and interact in scene they are watching. Audience does not participate in any way—there is virtually nothing to watch.
- **Wax Hands.** Participants dip hands in wax to make mold. Hands are preserved and given as souvenirs.

CONTESTS

A variety can be used. ***Be imaginative.*** Some will fit certain themes better than others. Some may become traditions with students coming to the celebration prepared to enter particular contests such as:

- Bubble gum blowing - Hula - Juggling
 - Jalapeno eating - Limbo - Pie Eating
 - Hoopla-hoop - Lip sync - Stilt Walking
- * **Baby Bingo/Kiddie Kwiz.** Photo contest using student’s childhood photos.
 - * **Best Legs Contest.** Let guys (and male administrative, coaching, teaching staff) be contestants and girls be the judges. This is ideal for pre-party publicity to promote the entire party or to promote the Womanless Beauty Pageant.

- * **Dance Spot.** Place large colored dots (spots) around on floor. Normal dancing; when music is stopped, individual on spot that is called out will win prize.
- * **Funniest Home Video Contest.** Contestants bring their video from home or make their video at the party using equipment, costumes, props, etc.
- * **Guessing Games.** Use imagination and tie to theme.
- * **Photo Identification Contest of teachers and administrators.** Use teen-age photos. Students try to match photos with names. Could also use “bingo” game as above. NOTE: Give teachers *plenty* of warning as many will need to “write to Mom” to get a picture.
- * **Trivia Contest.** Use party theme. Give prize for entry with most correct answers or draw from entries that are 100% correct.
- * **Trivia Man/Lady** mingles with students asking school trivia questions, correct response rewarded with cash.

ATHLETIC ACTIVITIES

Use whatever resources are available. Some will take very specialized equipment or space while others can be set up almost anywhere.

Aerobics class	Nerf fencing
Arm wrestling	Ping pong
Basketball	Racquetball
Bowling	Roller skating
Frisbee throw	Tug-of-War
Health club equipment	Volleyball
Ice skating	Walleyball

WATER-RELATED ACTIVITIES

Swimming, water games, and water contests may be planned if a pool is available. Be sure to have *currently certified* lifeguards present and in control of this area. Make sure your liability insurance covers this activity. Make arrangements to use locker rooms and tell students to bring swim suits and towels. Some suggestions:

- Belly Flop contest
- Biggest Splash contest
- Free swim: just let them do what they want
- Diving for Dollars
- Swimming or inner tube relays.
- Rubber boat races: Use small paddles to propel small rubber boats or inner tubes the length of pool for individual or team relay races.
- **Scuba Diving Lessons.** Check requirements with **certified** instructor. Signed permission for all persons *may* be necessary.
- Water basketball: pool edge goal; lay in either shallow or deep water depending upon swimmers’ ability.
- Inflatable water slide can be rented.
- Water volleyball: play in shallow end; 6-10 person teams.

BEAUTY RELATED

- **Beauty Make-overs.** Guys AND gals like to try out different kinds of lotions, creams, make-up, and scents.
- **Fingernail/Toenail Painting.** Use nail technicians from local shops to air brush or paint fancy designs on nails or do regular manicures/pedicures. Boys seem to love this as much—or more—than the girls.
- **Hair Studio.** Fancy, high-fashion, or punk hair styles using lots of glitter and spray-on hair color are fun. Some hairdressers—particularly those with large teen clientele—may be willing to help.
- **Stage Make-up.** Community theater or school drama clubs may be willing to provide some expertise as artists get to practice on live subjects using party materials—a bargain for both artists and the party. Students seem to like “Spider Man,” glittered “tear” drops, over-sized colored mylar eyelashes, beards and mustaches, etc.
- **Tattoo Parlor.** Paint small designs using body paints available from specialty (see Resources) or theatrical supply houses or use commercially available washable decals—**very** realistic. Painted designs will last two to three *weeks* if taken care of (no scrubbing, no oils, no alcohol-based products but should be re-powdered each day) while the decals will last two to three *days*.

MEMORIES

- **Class Photos.** Collect photos of your students from early childhood through high school. Project on wall near dance floor or food tables. Let them run continuously all night.
- **Graffiti Wall.** Cover an area with paper. (Remember Fire Marshal codes regarding wall decorations.); let students write with magic markers all over it and save for future reunions. Some have used this as part of their theme decorations (for movies—Grauman’s Chinese Theater, for New York—subway, etc.). Try painter’s drop cloth, decorative novelty paper, etc. Be sure markers won’t go through and mar wall.
- **T-shirt, Boxer-short, Hat Signing or Decorating.** Provide items along with permanent markers for students to sign, write messages, or decorate.
- **Time Capsule.** Have students bring something small to make up a box of items to be opened at a class reunion in 10-20 years. Have papers available for students to fill out their prediction of things they think will have happened to them by then (marriage, children, jobs, salary, etc.). Try to include some school memorabilia (football, band, drama program, etc.) Find a safe storage place for the capsule—remember it needs to be stored 10-20—*years*—perhaps with senior class

president or other officer who may be setting up (or at least attending) future reunion. Prom celebration also can do this—Use as a special activity for the senior class.

- **Video of Class.** Videotape as many class activities as possible—beginning with first day of school senior year (or, if possible, begin with freshman year). Try to tape some of each sport, musical event, assemblies, class election posters—class life in general.
- **Video of Graduation or Prom.** Tape and show complete graduation ceremony or students arriving and dancing at prom for viewing as students stand or sit in lines for other activities during the party or provide special room for this.
- **Video Time Capsule.** Use video camera to “capture” students’ comments for future use at a class reunion. May have set questions to be answered or students may wish to perform, etc. Be sure each person is clearly identified on tape.
- **Yearbook Signing.** This seems to be a huge hit at schools where yearbooks are not distributed until the last few of days of school.

SPECIAL ENTERTAINMENT

- **Academy Awards Ceremony.** Use with a “home-made” video studio, or as a movie-theme party wrap-up activity. Select a small number of characters from current movies well-known to *students*. Have students nominate classmates who would have best played that part. Do this two to three weeks before the party—during school hours. The week of the party have students vote on top three candidates in each category and keep results secret until party breakfast. Award small “statue” (copy of “Oscar” or use gold-sprayed plaster-of-Paris school mascots), certificate, or other gift. Give winners opportunity to make acceptance speech. DJ may help with theme music from movies.
- **Balloon animals or hats** are always a hit. Check to see if any of volunteers have this skill before hiring a professional. HINT: Many D.A.R.E. Officers use balloon animals or hats as part of their program and may be willing to help.
- **Hire an Entertainer.** Hire a group or individual to provide items for each participant, walk through the crowd entertaining, or do a special act at a particular time. - Magician- Mime - Comedian- Yo-yo pro- Steel band.
- **Silly String War**—free wheeling, friendly combat using Silly String as the weapon.
- **Womanless Beauty Pageant.** Stage a “beauty” pageant where guys dress up in women’s wear. Announce it in time for students’ to make plans to enter and come prepared with costumes, wigs and make-up. Let girls dress the guys; award prizes to the guy *and* the girl who dressed him. Introduction of contestants may be part of pre-party publicity. Award prizes—bouquet of flowers, crown, etc., along with a small “real” prize. One school sprayed Barbie dolls gold and dressed them in the school colors; the guys competed to “Bring home the Barbie.”

PERSONALIZED ACTIVITIES

- **Caricatures.** A talented parent or community member may be willing to draw caricatures of students. Many caricaturists can do approximately 45-75 drawings in three hours.
- **Fortune Teller.** A crystal ball, gypsy costume, and tea leaves, cards, or palm reading done in a dimly lit room create excitement especially when *everyone* is predicted to have happy, successful futures. Be aware that some parents and/or community members may object on religious grounds.
- **Handwriting Analysis.** A community member may be able to provide this service. If not, fairly simple inexpensive (but time consuming) computer programs are available. It may be best to run the computer analysis *before* the party and hand them out as party favors.

OTHER ACTIVITIES

- **Billiards.** Borrow or rent pool tables and equipment for students to use.
- **Dunk Tank, Flush-em, or Pie Throw.** Use favorite teachers or administrators as targets, if willing. Be sure to provide eye protection for pie throw (recommend shaving cream over whipped cream due to clean up problems). Be careful with dunk tank as person being dunked can be injured if not done properly.
- **Game Show.** Use imagination in adapting a current TV game show for students to play. NOTE: It is extremely important to find a dynamic enthusiastic volunteer to run this activity. It’s been a smash at celebrations with the right volunteer.
- **Laser Tag** is popular with students.
- **Movies.** Depending on equipment available, use either video or movies obtained from local theaters. **NOTE: License is needed for this activity—See chapter on Legal Matters.**
- **Pinatas** full of prizes and candy.

- **Silent Auction**—Students place written bids (to be paid in “funny” money won by playing various games) for items they wish to purchase.
- **Twister.** Purchase or borrow one or more Twister games depending upon the space. Inflatable twister can be rented from vendors and allows more student participation.
- **Twister with a Twist:** Make a 3D, three-sided Giant Twister game. Place it in the corner of a racquetball room: one portion on the *floor* and two portions on each of the two corner *walls*. Students not only have to put their hands and feet on the floor, but they need to use the walls as well.
- **Video games.** Set them on free play or provide coins or tokens to be used.

GROUP ACTIVITIES—*Could be Relay Races, Timed Activities, or Tournaments.*

- **American Gladiator.** A good old-fashioned pillow fight! Equipment needed: Wrestling or gymnastics mats, balance beams, helmets. Give each participant a helmet. Have participants sit facing each other on the beams. Each participant must lock his/her legs together and keep his/her left hand behind his/her back. Pillow fight ensues with no hits above the neck. Last one on the beam wins! Can be a tournament.
- **Long-John Stuff.** Divide participants into teams. Give each team a set of extra-large Long Johns complete with “trap-door” bottom and a bag of un-inflated balloons. Set a time limit (5 minutes). During this time one student in each team puts the underwear on *over* their own clothes. The entire team must inflate and stuff as many balloons inside the underwear as they can in the time allotted. Give prizes.

Variations:

 - Give a fixed number of balloons and race to see which team can inflate and stuff them the fastest.
 - Use variation #1 *but* have *each* person on team put on underwear with team re-stuffing the balloons for each team member. The trick here is to not break the balloons as they “undress” and “dress.”
- **Magic Carpet Slide.** Relay race: Divide students into teams. Couples take turns pulling each other a prescribed distance on carpet pieces (try carpet samples).
- **Pass the Lifesaver.** Relay race: Divide students into teams. Give each student one toothpick to place in mouth. Give the first student on each team one Lifesaver candy which is placed over the toothpick (which is being held protruding from their mouth). The Lifesaver is passed from student to student using only the toothpicks held in their mouths—NO hands allowed!
- **Pass the Orange.** Relay race: Divide students into teams. First student on each team places an orange under his/her chin. Orange is passed from player to player using *only* their chins—NO hands!
- **Potato Roll.** Relay race: Divide students into teams. A softball is placed in one leg of pantyhose and tied around the waist of the first member of each team. Students then are expected to move their bodies in such a way as to have the ball roll a potato into a square taped onto the floor. *NOTE:* students may be reluctant to participate at first, but will quickly become enthusiastic as game progresses.

THEME RELATED VARIATIONS AND/OR ACTIVITIES

- **Beach theme:** “Go Fishin’”: guess number of goldfish crackers in bowl—aquarium 1st prize. “Sandy Bottoms”: guess combined weight of girl’s and boy’s swim suit with sand sewn in. “Up and Down the Coast”—guess the beaches marked on the East Coast. “Scavenger Hunt” and “Beach Shopping” (prize area).
- **Monopoly theme:** Oaktonopoly Darts—used Monopoly cards as targets for dart game.
- **Egyptian theme:** “Make a Mummy.” Participants race to wrap a partner with toilet paper. Could be a relay contest or a timed race. Great activity for Egyptian theme party.
- **Games theme.** All activity signs looked like “Scrabble” boards. Large personalized “Trivia” game on hallway walls incorporated fun facts about their school since it opening a few decades ago (i.e., What was the cost, What year did it open, Who was the first principal, etc.) as well as fun facts about the Class of ‘*yr*’ (i.e., Who played the lead in the school play, Who was the varsity quarterback, Who was the drum major, Where did the varsity choir go to festival, etc.)
- **Up, Up, and Away, Across the USA theme.** Fishing game: player to pull all fish out of pond in 5 minutes wins a prize. Guess How Many in containers of: California raisins, Virginia peanuts, spots on Florida cooler, Pennsylvania Hershey kisses, Fort Knox money. “State of the Union Hopscotch” across the states & win a prize. Breakfast foods: California raisins, scrambled eggs, Virginia ham, Georgia peaches, Florida orange juice, Kansas biscuits, etc.

CARNIVAL GAMES

These can be simple or elaborate; rented, borrowed or built; and are good for *short-term* fun, but **if these are the *only* games you are planning, teens will leave before the party is over.** Use these ideas as you look

for new and different activities or adapt them to fit *your* community and students. **NOTE:** If Games-of-Chance (casino) are used as part of the celebration, prizes for carnival games should also be “play” or funny “money” that can be used in whatever way the Games-of-Chance “play” or funny “money” will be used. Consolation prizes (fun “junk”) are always appropriate.

AIRPORT

Equipment: 1 piece of plywood, approx. 24" x 48", black paint, yellow paint or narrow yellow tape, 3 small balsa wood glider planes.

Paint a black area, approx. 18" x 48", on the plywood. Paint or tape “runway” stripe on black area—similar to large two-lane highway (solid stripe about 6" in from either side, dotted line down center). Set on table. Assemble glider planes. *Object:* To land planes on runway from approximately 6 feet away.

ALLIGATOR RACES

Equipment: Baby pool (with water), windup plastic alligators for racing, 2 rubber snakes for props (optional).

Students wind up alligators and race them across “pond” over the snakes.

Variation: Use any windup water toy.

BEAN BAG TOSS

Equipment: 6 soda cans filled with beans or rice (be sure to tape over hole or they will spill every time they are knocked over), 3 bean bags. (Good idea to have some extra cans.)

Place soda cans in an upright pyramid shape on top of table at back of booth. (4 cans, 3 cans, 2 cans, 1 can) Mark distance 12 feet from set of cans. *Object:* To knock cans over with bean bags.

Variation:

Make theme, school mascot, or other target board with holes to throw bean bags through. (E.g., large mascot with huge “open” mouth [hole for mouth], clown with holes for mouth, hands, polka dots on costume, etc.)

Throw ping-pong balls through holes cut out of theme related picture painted on board.

Throw “cow pies” (individually cellophane wrapped chocolate-covered marshmallow cookies) through holes cut out of board painted with cows for Western theme.

COIN TOSS

Equipment: Coins and objects in which to throw them. Participants are given a number of coins (usually pennies) which they try to toss into an object to win a prize.

Suggested objects:

Pennies into cups and saucers

Pennies onto the brim of a large cowboy hat

Build 4' x 4' table with 4" vertical edge and covered with chicken wire. Place vases, saucers, glasses on wire. Provide 5-10 coins for participant to toss. If coin remains on or in any dish, participant wins a prize.

DEAD CHICKEN FLING

Equipment: 3-6 rubber chickens (available from Oriental Trader—see Resources) and a—*large* pot.

Participants, with their back to the pot, try to “fling” chickens over their shoulder into the pot.

DINOSAUR EGGS

Place cash, gift certificates, small prizes in plastic eggs. Place eggs in “dinosaur nest” (basket or box filled with shredded paper). Each student gets to pick an egg.

DIRTY STUFF

Equipment: Basketball backboard and hoop with net plus “dirty” laundry (**clean** boxer shorts, socks, T-shirts, sweat shirts, frilly nightgown, etc.) Mount hoop on PVC pipe, wooden frame (see Potty Toss game) or hang from ceiling. Students stand about 10 feet from board and toss “dirty” laundry through net. Decide how many “baskets” are needed to win a prize.

DUCK POND

Equipment: 12 weighted plastic ducks (available from Oriental Trading per dozen). Baby bathtub or small wading pool with a couple inches of water; numbered baskets of prizes. Paint waterproof number on bottom of each duck; float duck in water.

Game worker “swirls” ducks in pond. Student picks up a duck and receives prize corresponding to number on bottom of duck. Give a different inexpensive prize for every number. Number ducks from 1 to 12 or put the same number on several ducks and have less variety in the types of prizes given.

FRISBEE THROW

Equipment: Frisbee, target of some kind through which Frisbee may be thrown (tire hung by rope from ceiling, theme related made specifically for this game, etc.)

Students are given three chances to throw Frisbee through target. If it goes through, they win prize (or give Frisbees as prizes).

GRAND PRIX

Equipment: 2 battery powered, *radio* controlled cars—each having a different frequency, 10 to 12 1' cones. Be sure cars can be steered in all four directions and are not attached to the control with a wire (don't use—*remote* controlled cars).

NOTE: Some cars can only turn left or right by going *backwards* and are not good for this game.

Set up “traffic” cones to make race course for cars. Have one student control each car and race them through the course. First one to finish without knocking over cones wins prize. Small bridges and “bumps” can also be built to add to difficulty.

Variations

- Use only one car; hold “time trial.” Keep track of each player’s time; fastest one is winner.
- Use *radio* controlled boats in swimming pool.

HORSE RACE

Equipment: 6 wooden horses; 1 pair dice—one die for horse’s number, one die for number of spaces the horse will move; track—plywood base (or use poster board), painted with squares for the horses to move (as shown below). Track will be six across (6 horses) by six spaces long. Be sure to put “Start” across one end and “Finish” across other end.

- Play traditional fanfare music to signal students that race is about to begin.
- Record bets: 3 to 1 for win, 2 to 1 for place, even for show.
- Hold race every half hour or hour: “Post” time.
- Name horses for school related people, places, or things (teachers, administrators, clubs, activities, rival schools, etc.) or use things related to theme.
- Dealer holds and throws dice. Another worker moves horses on track.
- Play until three horses have finished the race.

HORSE RACE RULES

All bets must be placed before the race begins.

Bets are placed using a ticket punched with:

- Race number, the Number of horse bet on
- Win (W), Place (P), or Show (S) bet
- Amount of Bet: Minimum 10, Maximum 100

The ticket is given to the player upon receipt of the amount of the bet.

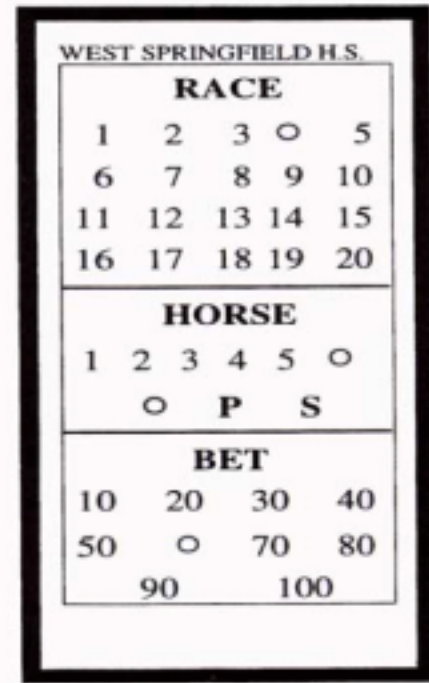
THE RACE

Horses are started behind the starting line.

Two different colored dice are rolled:

- <Red die determines which horse is moved.
- <White die determines how many spaces the horse moves.

Race continues until 3 horses cross the finish line and the order of the finish is recorded.



SAMPLE TICKET & BETS

The sample ticket indicates the following bet:
 RACE NUMBER: 4
 HORSE: #6 to WIN
 AMOUNT OF BET: \$60

If Horse number 6 wins the 4th race, the ticket holder will be paid a total of \$360. (See table below.)
 Holders of Place and Show tickets for Horse number 6 in the 4th race are paid according to their bets.
 Holders of Place or Show tickets for the horse finishing 2nd and holders of Show tickets on the horse finishing 3rd are paid according to the amount of their bets.

HORSE RACE PAYOFFS:

BET	WIN	PLACE	SHOW
10	60	30	20
20	120	50	40
30	180	90	60
40	240	120	80
50	300	150	100
60	360	180	120
70	420	210	140
80	480	240	160
90	540	270	180
100	600	300	200

THE PAYOFF

Winning tickets (Win, Place, and Show) are paid off as follows:

WIN bets are paid off at 5 to 1 if horse finishes first.

PLACE bets are paid off at 2 to 1 if horse finishes first or second.

SHOW bets are paid off at 1 to 1 if horse finishes first, second or third.

Players holding winning tickets (Win, Place, Show) are paid the amount of their original bet *plus* the odds listed above. For example, if player bets 10 to win on a horse and the horse wins, he is paid his original bet of 10 *plus* winnings of 50 for a total of 60. (See payoff chart above.)

RESULTS

Results (Win, Place, Show) for each race will be posted at the “Race Track.”

Winning tickets may be cashed in until game closes.

BEST BET: Any horse to show. (Best Bet: Offers the player the best chance of winning. Other bets have higher payoffs but the chances against winning are equally high.)

Variation

Hand pick six favorite young teachers who are willing to really “ham it up.” Give them each a stick horse to “ride” and a fun name for each race. Roll one dice to determine which horse will move, and let each horse move only one space each time its number is rolled. Have the “horses” prance and strut and twirl, etc. before moving one space. A real crowd pleaser as the students bet on their favorite “horse” and enjoy watching the teachers having fun! Schedule approximately one per hour.

PADLOCK GAME

Equipment: Fasten 12-15 padlocks of various sizes and brands onto “eye” bolts mounted on a piece of plywood. Give participants a small box of keys (may wish to use many more keys than locks). Participants must unlock all of the padlocks. This may be timed or untimed. May run a “time trial” during night with three fastest times winning prizes at end of party.

LOLLIPOP TREE

Equipment: “Tree” with small holes for lollipops, enough lollipops to fill tree. Enough prizes for every “colored” stick. A lollipop tree can be made by using peg board cut into almost any shape. Color the *ends* of a **few** of the lollipop sticks with different colored magic markers but leave most plain. Students choose a lollipop which they keep **but** If the lollipop has a colored end, they also receive a prize corresponding to that color, (E.g., The 1 red end receives a nice prize, 6 green ends receive

something of lesser value, 12 blue ends receive something of even less value, etc.) Everyone walks away with *at least* a lollipop.

MAN/LADY/PERSON OVERBOARD!

Equipment: “Ocean,” wig stand, wig, 3 toy “life preservers.” Make “ocean” from plywood, approximately 24" x 48". Paint or cover with blue fabric. Paint white “waves” across board and mount wig form in approximate center of “ocean.” Pin wig onto form. Participants have three chances to “save” the drowning person by throwing life preservers over drowning person’s head.

NERF FOOTBALL OR BASKETBALL THROW

Equipment: 3 Nerf footballs or basketballs, tire hung from ceiling by a rope. Participants have three chances to throw ball through tire.

PENNY DROP

Equipment: 1 fish aquarium, 1 **small** glass, bucket of water, pennies or other coins.

Put glass on bottom center of water filled aquarium. Player tries to drop coins into the glass. NOTE: Aquarium must be kept filled to the brim with water at all times or the odds will change drastically. It is wise to place it inside a low-sided tub (or similar) to catch water that will be dislodged when retrieving the coins.

POTTY TOSS

Equipment: toilet seat (preferably new), piece of wood for backboard, 3-6 rolls toilet paper, transparent tape.

Attach toilet seat vertically on backboard. Mount on tall legs (2 x 4’s or PVC pipe) about six feet from the ground with seat hanging down like a tire rather than sitting horizontally like a basketball hoop. Wrap toilet paper with tape to keep it from unrolling. Mark throwing line 12 feet away. (This is like the football through the tire game.) Player gets three tries to throw the toilet paper roll through the hole in the seat. This game can be extremely easy for many of the students but the kids love it since they can’t believe their parents would do anything with toilet paper and toilet seats!

Variations

- Hang toilet seat so it swings freely if toilet roll hits seat rather than going through hole.
- Hang toilet seat down very low between legs but attach so it swings freely.
- Attach two or more seats—creating two- or three-holer.
- Attach seats so they are “cocked,” more like actual seats (lid and seat at 90° angle).
- Build an “outhouse.” Out of weathered wood complete with slanted roof, crescent moon cut in door, lantern hanging on outside, long underwear hanging on inside of door, “one-holer” looks **very** authentic!

- Mount seat over round hole cut in square or rectangular wooden box set on legs with hole about 4-5 feet off ground. Mount one enlarged xerox picture of principal on lid which opens above box and one on **inside** of box, framed by toilet seat. Cut out nose from inside picture and replace with a switch. Mount red flashing light with noise maker (fire alarm, bell, buzzer, or siren) on outside of box under seat. **Object:** hit switch on principal's nose to set off siren and lights.—"Potty All Night,"
- Don't wrap toilet paper—let it fly through the air. This version takes **lots** more toilet paper!
- Mount principal, counselor, or favorite teacher pictures *behind* toilet seats for students to aim at.

PING PONG TOSS

Equipment: 12-24 small fish bowls filled with water, ping pong balls.

Place water filled fish bowls on table with all bowls touching each other. Player gets three tries to throw ping pong ball into a bowl from approximately 12 feet. (Game is harder than it seems as balls tend to bounce off edge of bowl and fly through air.)

Variations: Use 5-6 large fish bowls and *fake* goldfish (No live fish, please.)

RING THE SODA BOTTLE OR SODA CAN

Equipment: Soda bottles or cans (any size), rings to fit over entire bottle or can.

Place bottles or cans on top of a table at back of booth. Prizes can be marked on real or "funny" money placed **under** can or bottle, or prize can be actual bottle or can of soda. Distance: 12 feet from front of table. Player gets three chances to throw a ring over the top of bottle or can.

SET IT STRAIGHT

Equipment: Long-neck bottle (**NOT beer!**) and pole or dowel stick to which is attached approximately 24" of string. Tie a 3" hard plastic ring to end of dangling string. Lay bottle on its side on a **flat** surface. If area is carpeted, use piece of wood underneath bottle. Holding unattached end of pole only, participants tries to loop ring around neck of bottle causing bottle to sit upright. **NOTE:** This is probably the most difficult game listed here.

SPEED TRAP or RADAR BASEBALL/SOFTBALL.

Equipment: Baseball Coach and school Resource officer, radar gun.

Use strong net or put carpet on wall to protect the wall when baseball is thrown. Check speed of the baseballs thrown. Keep records and award prizes at end of night.

TARGET GOLF

Equipment: 1 hole golf course, golf club and balls, real money, coupons and funny/play "money" from other games.

Use scrap plywood to make 6' to 8' long by 2' wide course; cover with green felt. Attach 3 1/2" x 1/2" pieces of wood (cut same length as sides and end) to both sides and one end to contain ball in play area. Drop money and coupons in various places near end of "hole." Participants try to hit ball so it lands on a piece of money or a coupon.

WHACK-A-_____ (FROG, etc.)

Object: To propel object into a basket placed at a *reasonable* distance.

Equipment needed to play: Game (as above), rubber mallet, stuffed object, target.

Variations

_ Use stuffed animal or school mascot.

_ Use frog as animal. Use piece of fabric with green felt "lily pad" leaves strewn across. Place both game and "pond" on floor. Object is to get frog onto lily pad.

_ Use frogs and washtub with felt lily pads inside. Place washtub on small stool and game on floor. Hit ("whack") frog into tub and onto lily pad.

_ Use small dolls instead of animals. Let students name their dolls after teachers or administrators. Hit ("whack") teacher into basket, tub, volcano (fake fire), etc.

_ "Smash the _____ (neighboring competitor school) into a volcano" (theme: Hawaiian Beach Blast)

_ "Frog Feast." Paint large colorful frogs on piece of plywood. Make frogs' tongues out of wide "hook" side of Velcro (Dip in red fabric dye, then dip in straight vinegar to set dye, dry, staple to plywood). Make small gray "flies" or "insects" out of cloth and cover with "loop" side of velcro (can also be dyed). Hit ("whack") insects onto frog tongues.

_ "Alligator Feast." Hang fishing net behind large pot or barrel (1/2 barrel will do). Use 12"-18" rubber alligators and step (rather than hit with hammer) to hit ("whack") them into the pot or barrel.

PASSIVE GAMES**GUESS HOW MANY**

Equipment: Prizes filled with an amount of “something,” pencils, paper. Some items are chosen for the container while others are chosen for the item being “counted.” Adapt whatever prizes are available to fit the needs of the game.

Provide pencils and small pieces of paper for students to guess how many or how much of something is in or on an item and then give the item as a prize to the one coming closest. Some schools find it easier to place a tablet beside each item and have students list their name and guess. It becomes very easy to circle the winning guesses at the end of the party without messing with a lot of small scraps of paper that have been folded *many* times.

NOTE: It is wise to know the top 5-7 closest guesses for each prize in case the winner is not present when the prizes are awarded.

Some suggestions:

- Small cork message board with one thumb tack: “How many tacks would it take to cover this board?”
- Popcorn popper. Several variations
Small bowl of popped popcorn: “This is one quart of popped corn. How many kernels of popped popcorn will be in four quarts?”
Jar of unpopped corn: “How many cups of popped popcorn will this jar make?” (be sure jar doesn’t state this info) OR “How many unpopped kernels of corn are in this jar?” OR “How much does this much popcorn (popped, unpopped) weigh?”
- Small cooler full of pretzels: “How many pretzels are in the cooler?”
- Container full of M & M’s: “How many M & M’s?”
- Can of coins or bank (one school found a huge Coke bottle bank and put a small amount of change in bottom): “How much money is in it?”
- Large spotted-on-both-sides inflated pool float (shark, alligator, etc.): “How many spots?”
- Large container full of Hershey kisses: “Kiss and tell how many!”
- A duffle-bag or backpack filled with styrofoam “popcorn”: How many pieces of styrofoam are in it?” (Most teens *prefer* duffle-bag style luggage.)
- Beach theme: Fill swim suits with sand (need to stitch shut) and ask participants to guess weight of suit (in grams or ounces to make it more difficult).
- Number of holes in tennis racket (keep a portion of racket inside racket cover).
- Number of rubber bands placed around handle of flashlight.

- Cooler full of goodies and Styrofoam “ice.” Guess how many pieces of “ice” to win cooler.

BOARD GAMES

Some schools have great success using board games (Checkers, Monopoly, Chess, etc.) Many report this is the least used area of party. In order to be successful, the games need to fit the theme or be something the participants really want to do.

PHOTOS

CANDID PHOTOS. A parent or professional photographer can take photos using large plywood, cut-outs, theme props, or “stick your head through the hole” props that can be saved for other years.

There are at least three options for taking the pictures:

Use Polaroid camera for instant photos

Use 35mm camera and

(1) have them developed by a one-hour photo store *during* the party or (2) have them developed *after* the party, post them on walls at school and let students pick them up.

Use digital camera and print them at the Celebration using a photo printer that prints 4” x 6” color photos.

Any of these can be put into small paper frames, plastic key chains, or plastic buttons. You may wish to issue each student a coupon so you don’t run out of film (or photo paper) before the night is over.

Prop Suggestions:

Convertible or antique car

Costumes, scene or props related to theme

Cutouts of “year”__ for senior class.

Jail cell with “prisoner” costumes and “Released from High School, “year”__” caps

Roving photographers take pictures in front of decorations.

School mascot

“Time Graduate (or Prom Couple) of the Year” magazine covers.

TELESCOPING KEY CHAINS. Photos are taken by an outside vendor; presented to students in “telescopes.” See resource list for vendor.

BABY BINGO or KIDDIE KWIZ,

Equipment: Pictures of students from ages 3 to 8, “bingo” cards (need one color card for every 25 pictures), pencils.

Mount pictures, identified by numbers, on poster boards. Place names of students from photos in squares on “bingo”

cards. Make a different colored “bingo” card for every 25 photos of students (only 25 names per card). Follow rules below. Draw for one or two prizes out of each color card: first card drawn with a correct “bingo” wins a prize. Be sure to include a place for players to write their own name as many will forget if it is not included as a blank to fill in.

Rules for card:

1. Find the number of the baby picture that matches the name in the square.
2. Write the number in the correct square.
3. The object is to get a BINGO—vertically, horizontally or diagonally.
4. Drawing of winners will be held at 4 a.m.

Variation: Use movie stars, rock stars, theme related pictures, etc., in place of student pictures.

GAMES-OF-CHANCE

1. **Bingo.** Play regular Bingo or come up with fun designs to make on card in order to win (i.e. Letters such as E, X, T, H, U, S, M; four corners, all four sides, etc.)

2. **Human Slot Machine.** Need four adults to operate game: one to gather crowd, collect and pay bets (play “money!”); three adults to be the “machine.” Give each of the three adults the same four items: three kinds of fruit (or other items such as animals, etc.) and a “joker” card (made on poster board). Each time the game is played by students, each of the adults holds up an item or a card *without consulting with the others*. If the three items match, the students win triple their bet; if two items match, the students win double their bet; if one item comes up, they get their “money” back; if a joker is shown, it counts as a match. Make up your own rules to go with this game. This may also be used as a carnival game.

3. **Casino Games.** In reality, the rules and odds for payoffs in casino games are set to favor the house. The rules listed here have greatly reduced or eliminated the house’s advantage.

Many schools report this to be one of the most popular activities at the party. Parents, teachers, administrators, and community members all seem to like to volunteer to run these games. Students regard them as a “really adult” activity, but **THESE ACTIVITIES MUST NOT BE ALLOWED TO BECOME THE “ONLY” OR THE CENTRAL FOCUS OF THE ENTIRE PARTY.** Some students may not care to participate in this activity for various reasons (religious, ethnic, parental objection, etc.) so there should be a variety of other activities in which they may participate.

Some members of your community may strenuously object to this activity. IF THE MAJORITY OF YOUR COMMUNITY OBJECTS, DO NOT USE THIS ACTIVITY.

Keep the Games-of-Chance prizes on the same level as the Carnival games. Use funny “money” when a participant wins, this and other games and activities at the party. It is important to de-emphasize prizes for this activity and concentrate on playing “for the fun of it.”

In order to avoid problems, it is strongly suggested that the following guidelines be used:

1. **Give a packet of play “funny” money as the students enter the celebration. This money should be enough to purchase SOMETHING in the store/auction etc. (whatever method school uses to give prizes) without playing ANY games.**
2. **Use/give the same “funny” money (or whatever is used in games of chance) for any other activities where prizes are given.**
3. **Reinstate any student who runs out of money during the night by giving an additional packet of play money so that prizes do NOT DEPEND UPON WINNING at games of chance (or any other game).**
4. **NO STUDENT SHOULD EVER BE TOLD that the prizes he/she can win depend on his/her skill in playing ANY of the games (particularly games of chance).**

EQUIPMENT for Black Jack, Roulette, Wheel of Fortune and Craps may be rented, borrowed, purchased, or made. Rental or purchase: look in the Yellow Pages under Game and Game Supplies, Carnival Supplies and Equipment, Party Supplies, or Rentals.

To purchase game layouts which may be used easily on table tops, check the novelty and party supply catalogs (see Resources).

For loans, check with the local Lions, Kiwanis, Knights of Columbus, Rotary, Jaycees, etc.

To build equipment, see the plans included later in this chapter.

The average school can probably make do with 8-10 Black Jack tables, 1 double Roulette table (1 wheel—2 tables), 1 Wheel of Fortune with 4-6 laydowns, and 1 Over/Under or Beat the Dealer table. Craps can be fun but it can also be complicated—both to run and play but many schools use it.

Most schools have found that having the students sit to play Black Jack makes it easier for everyone. The dealers know who the players are and can control the number at their table—no one plays who doesn't have a chair with only a set number of chairs at a table. It is almost impossible to play the other games (roulette, wheel of fortune, etc.) sitting down.

The tables will look more professional when table skirts are used around the sides. Equipment need not be elaborate for the students to have fun; Black Jack can be played with nothing more than decks of cards—no fancy tables are really necessary.

Many dealers may wish to stay all night, but will need to take a break or even to change games. It is important that ALL dealers follow the same rules. Appoint a "Pit Boss" who will oversee all of the games all night or will share that duty with one other person by monitoring all of these games to make sure dealers aren't doubling the odds on a whim, passing out extra "funny" money to students they know or like, etc. They can control when the entire game room runs a double bet (ring a bell). Be sure to keep your dealers supplied with sodas—this is a thirsty job!

Be sure to hold a training session for all dealers. Give each of them a set of the rules that will be used during the party. Be sure the dealers understand those rules and can teach the students those rules easily. Some of the rules probably will be different than those used at real casinos so be sure dealers know those differences. Give each of them a chance to deal a few hands or run a few rounds of whatever game they will be working. Use fellow dealers as players. This gives everyone a chance to become comfortable with the rules and equipment.

Post game rules around the room in easily accessible places. Most students will not have played these games before and will need or want to see the rules (besides it's easier to point out a rule on the wall if there is a dispute).

Play/"Funny" Money

Some schools use chips during the actual play and let students cash them in for "funny" money at the end while others only use "funny" money. Here are some ideas:

Give "funny" money to the students when they arrive.

Give a coupon to claim "funny" money at the "bank."

Give chips for play; let students cash them in to receive winnings.

Give the students their money in two packets—one that is good all night and a second that is good beginning about 2:30 a.m. so students who lose everything early in the evening can come back later and still have money to play.

If students run out of "money," give more by having students answer trivia questions (Who was first U.S. President? Who is school principal?)

Print each denomination in different bright colors with the denomination printed clearly, LARGE, and bold. When dealers are tired and lights aren't as bright, white and pastel colors tend to blur and are hard to distinguish. Experienced committee chairmen report blue and green, pink and yellow, or yellow and white tend to look alike.

If students will be playing with packs of funny "money," plan to have some committee members set aside several hours to count out "money" for each student and place in an envelope for easier handling. Many banks will donate envelopes such as they give at their teller windows.

Determine the denominations to be used and decide how much each student will receive. Try to keep denominations BIG and exciting with \$1,000, \$5,000, \$10,000, \$50,000, \$100,000, etc.

Prize values need to match the amount of "money" the students will have to spend at the end of the night. Students love winning big amounts and purchasing items for huge amounts ("I won a million dollars last night!" or "I bought this T-shirt for \$10,000!")

"Funny" Money Example

Try to give them enough as they enter the celebration that they could immediately go to the prize booth and purchase something regardless of whether they play any of the games. Let's assume the following for 100 students: give each student \$50,000 using \$1,000, \$2,000, \$5,000, and \$10,000 denominations.

Denomination	# given	Value
\$ 1,000.	10	\$10,000.
2,000.	5	\$10,000.
5,000.	4	\$20,000.
10,000.	1	<u>\$10,000.</u>
TOTAL		\$50,000.

Print this amount (\$50,000 per student [\$5,000,000] plus same for bank):

Denomination	# to print	Total Value
\$1,000.	2,000	\$2,000,000.
2,000.	1,000	2,000,000.
5,000.	800	4,000,000.
10,000.	200	<u>2,000,000.</u>
TOTAL		\$10,000,000.

GAMES-OF-CHANCE RULES.

BLACKJACK or "21."

In Blackjack, players (using two or more cards) try to exceed the count of the dealer's hand without going over 21.

RULES

β Aces count either one or eleven, picture cards count ten, all other cards count their face value.

β Bets must be declared before cards are dealt. Bets must be placed in the squares located in front of the players. MINIMUM BET: \$____, MAXIMUM BET: \$____.

β Two decks will be used at each table. Dealer will shuffle decks, show top card, and "box" it (place it face to face with the bottom card of the deck). If the top card is an ace, 10, or picture card, the dealer will insert it into the deck & expose & "box" another card.

β Players and dealer will be dealt their first card face down and their second card face up. All "hits" are face up.

β Splitting pairs is allowed, but only one per hand.

β Doubling down is not allowed.

β BLACKJACK: Ace and a picture card or ace and a 10. Declare immediately, if the **dealer does** not also have Blackjack, the player is paid double his bet.

β Play begins with the player on the dealer's left and continues clockwise. Each player must complete play of his/her hand (stay or "bust") before the next player may take a "hit" (take additional cards in an attempt to improve his/her hand). Each player may stay or "hit." If a "hit" causes a player to exceed 21, the player "busts" and immediately loses his/her bet.

β After all players have completed playing their hands, the dealer exposes his bottom card and "hits" or stays according to the following:

_ If he has 16 or under or a "soft" 17 (no ace, 10 or face card), he must "hit."

_ If he has a "hard" 17 or over, he must stay.

_ If the dealer "busts," all remaining players who have not "busted" are paid.

_ Dealer pays 1 to 1 for all hands exceeding his but not going over 21. If a player has the same count as the dealer, but not over 21, it is a "push" (tie) and player is paid.

ROULETTE.

OBJECT: to guess on which number the ball will stop. This is decided by the random selection of one number out of a possible 38. The selection is produced by spinning a ball counter in a turning wheel. The wheel contains 38 compartments in which the ball may come to rest: 0, 00, and 1 through 36.

PLAYING THE GAME

The game is started when the dealer announces, "Place your bets." Shortly thereafter, the dealer will spin the Roulette wheel in one direction and a small white ball in the opposite direction. Bets may be placed until the dealer announces, "No more bets." When the ball comes to rest, the dealer calls out the winning number and places a marker on it

First the table is cleared of losing wagers and then all winners are paid. During this time, no players are allowed to touch the table. When the dealer announces, "Place your bets," new bets may be put down.

RULES

_ All bets must be placed before wheel is spun.

_ For simplicity, only the bets shown here are permitted.

_ Wheel is spun and ball is added. The winning number is determined by where the ball lands.

_ If the ball lands in 0 or 00, all bets stand and the wheel is re-spun. No bets allowed on 0 or 00. Once the winning number is determined, the dealer will place a marker on that number, collect all losing bets and then pay off winning bets.

_ All bets will be cleared after each payoff. Bets cannot be left to ride.

BEST BET: Any bet except a single number. (Best Bet is bet which offers the player the best chance of winning. Other bets have higher payoffs but the chances against winning are equally high.)

WHEEL OF FORTUNE or BIG SIX. Fast, fun, and the easiest of casino games to play.

MAXIMUM BET: 10

BEST BET: Any bet (Best Bet: Offers the player the best chance of winning. Other bets have higher payoffs but the chances against winning are equally high.)

Each slot on the wheel contains three winning numbers (see below). Bets on winning numbers are paid as follows:

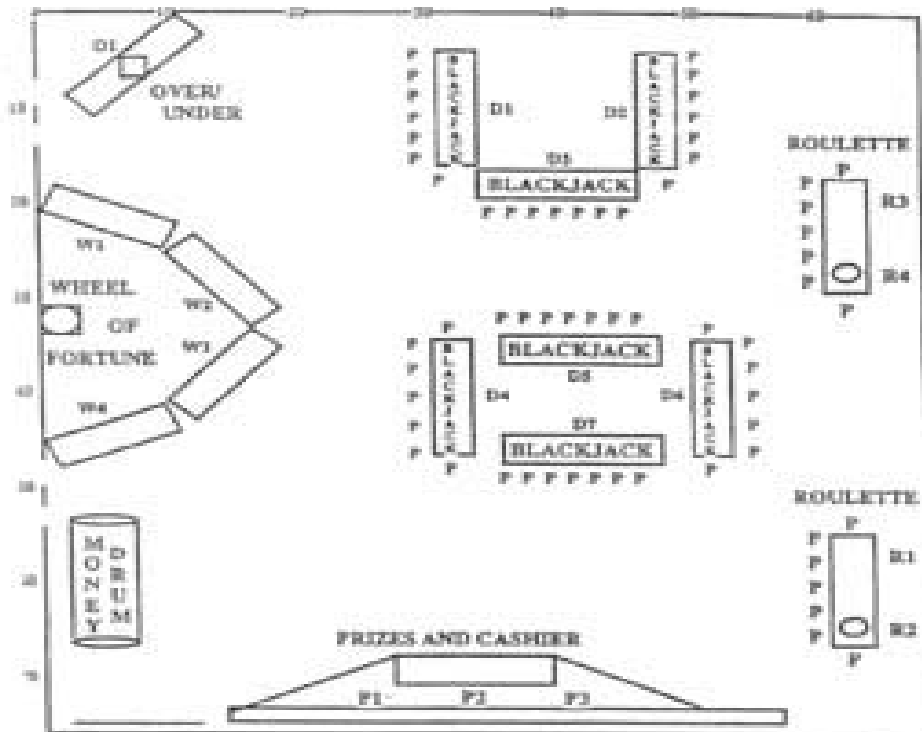
- _ All three numbers are the same (see A below): Pays 5 to 1
- _ Two numbers are the same (see B below):
 - < Double number pays 3 to 1
 - < Single number pays 1 to 1
- _ If all three numbers are different (see C below): *Each* winning number is paid at 1 to 1

<u>A</u>	<u>B</u>	<u>C</u>	<u>If pointer lands ON:</u>
1	3	2	A: Bets on 1 win 50
1	6	3	B: Bets on 6 win 30
1	6	5	Bets on 3 win 10
			C: Bets on 2, 3, & 5 win 10

OVER-UNDER, BEAT THE DEALER, or HIGH-LOW.

- _ Players place a bet on the table based on whether they think they can roll **more** or **less** than the dealer.
- _ The dealer rolls a pair of dice; player rolls a pair of dice.
 - < Those with low bets (who roll less than the dealer) win.
 - < Those with high bets (who roll more than the dealer) win.
 - < If dealer rolls a 12 (double 6), the house automatically wins all bets on the table.
 - < If dealer rolls snake eyes (double 1), the house loses and pays all bets.
 - < In case of ties, player rolls again to break tie.
- _ House pays even odds on all bets for this game.
- _ Sweep all losing bets. Example: Dealer rolls a 6, Low bets must roll less than six.. High bets must roll more than 6.
- _ Any player rolling a 6 must roll again to determine if over or under. All others lose.

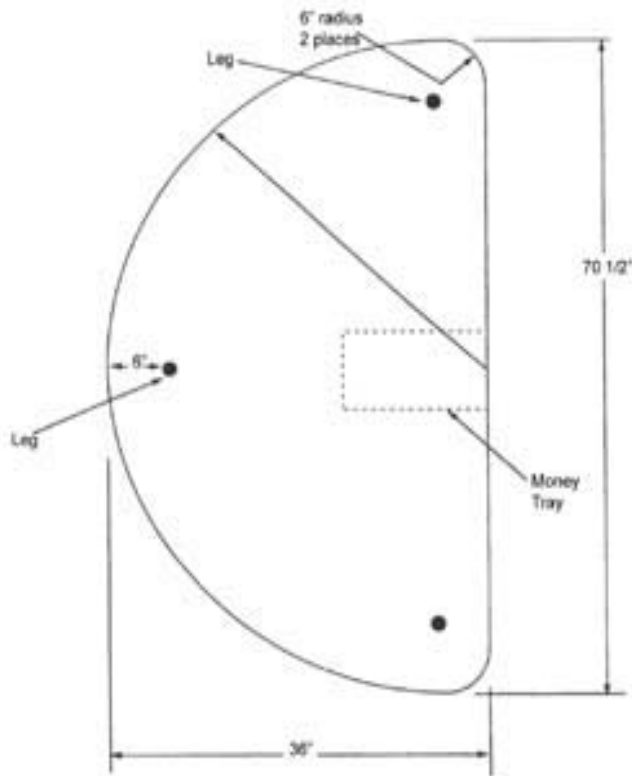
Sample Room Layout



BUILDING GAMES-OF-CHANCE EQUIPMENT

BLACKJACK TABLE

Supplies: 3/4" B/C plywood (36" x 70 1/2" x 3/4"), T-shaped rubber edging, router bit to cut groove, 3 pieces—1-1/8" x 29" pipe threaded on one end, 3 flanges (try plumbing supplier) to fit 1-1/8" pipe, 3 rubber crutch tips (try hardware store) to fit 1-1/8" pipe, 1/8" thick foam carpet pad, felt top, heavy duty staples and stapler, Scotchgard, 9-1/8" carriage bolts, washers and nuts.



The Blackjack table is made from 36" wide by 70 1/2" long plywood. Any grade would be satisfactory, but at least one good side should be available to ensure that playing surface is relatively smooth. The drawing above generally illustrates the dimensions of the table.

1. The table is a semicircle with a radius of 36". The two corners are rounded at about a 6" radius. Cut a groove with a router bit that fits the "T" shaped rubber edging you have obtained for perimeter of table.

2. Attach the flanges for the table legs. The table is supported by three threaded, iron-pipe legs screwed into flanges attached to the table with 1/4" carriage bolts. Each of the three legs is 29" long with an outside diameter of about 1-1/8" and threaded on one end. The other end is

capped with a rubber tip similar to a crutch tip. Two of the leg flanges are attached to the ends of the table about 6" from the straight edge and 9" from the corner edge. The third flange is attached about 6" from the edge of the table half way around the semi-circle.

The legs may be painted, if desired. They should be *thoroughly* cleaned under *any* circumstances due to a dirty coating normally found on this type of pipe. Make sure leg flanges are bolted to the plywood *prior* to attaching the padding and felt.

3. Staple 1/4" thick foam carpet pad to plywood top and trim at the table edge. The main purpose of staples is to hold pad in place while felt is being stretched; therefore, the number of staples is not critical.

4. The preprinted felt table top cover should be stretched over the pad and stapled *in the top 1/4"* of the 3/4" plywood edge. It is important to put the staples almost touching each other and in the top 1/4" so they will hold the felt firm and tight but won't interfere with the edging groove. Care must be taken when stretching the felt which is fragile and tears easily.

5. After the felt has been *completely* stapled to the table edge, *carefully* trim it so that no felt is covering the groove.

6. Using a rubber mallet to minimize damage to the edging, pound the rubber edging into the groove. This edging will help protect the felt and the table edges.

7. The treatment of all felt surfaces with a product such as Scotchgard® will help protect the tables so they will last for several years. Annual treatment will help ensure moisture resistance.

8. A sliding "money" tray *may* be attached with screws to the underside of the table where the dealer sits. Although these are not necessary, they may help the dealer keep some organization to his/her "money." Trays may be removed for more compact storage.

ROULETTE TABLE

Supplies: 2 pieces 36" x 70-1/2" x 3/4" B/C plywood, 1 piece 24" x 36" x 3/4" plywood, 2 pair folding banquet-table legs, 1/4" carriage bolts to replace screws in table legs, 2 pins or bolts for bracing table legs, rubber edging, router bit, rubber mallet, 2 felt layouts, 1 Roulette wheel, staples, heavy duty stapler, Scotchgard®.

The roulette table is made of two playing tables with one middle section between them for the roulette wheel that serves both tables so a larger number of participants may play at one time. The drawing here generally illustrates the dimensions of the three tables.

1. Each of the two playing tables is made from 36" wide by 70-1/2" long plywood. Any grade is satisfactory, but at least one good side should be available to ensure a relatively smooth playing surface.

2. The middle (wheel) section is made from 36" wide by 24" long plywood with a circular hole approximately 14" in diameter. The actual size of the hole will vary depending on the size of wheel used.

3. Attach table legs with 1/4" carriage bolts instead of the screws which normally come with the legs. Considering the use of the tables, the screws probably will not hold up, whereas the bolts will. Each leg should be attached about 6" from each end of the two playing tables. Make sure the legs are bolted to the plywood *prior* to attaching the felt. It is also a good idea to drill a small hole through each of the leg braces while the legs are unfolded and insert a small pin or bolt to *minimize the risk* of the tables collapsing during play. These can be quickly removed when folding for moving or storage.

4. *The middle section has no legs of its own* and is attached to one end of each playing table by two pairs of hinges with *removable* pins. This allows quick assembly and disassembly. The hinges should not be attached until after the felt has been attached to ensure a good fit.

5. After the plywood has been cut to the proper dimensions, two corners on one end of each playing table should be rounded at about a 6" radius.

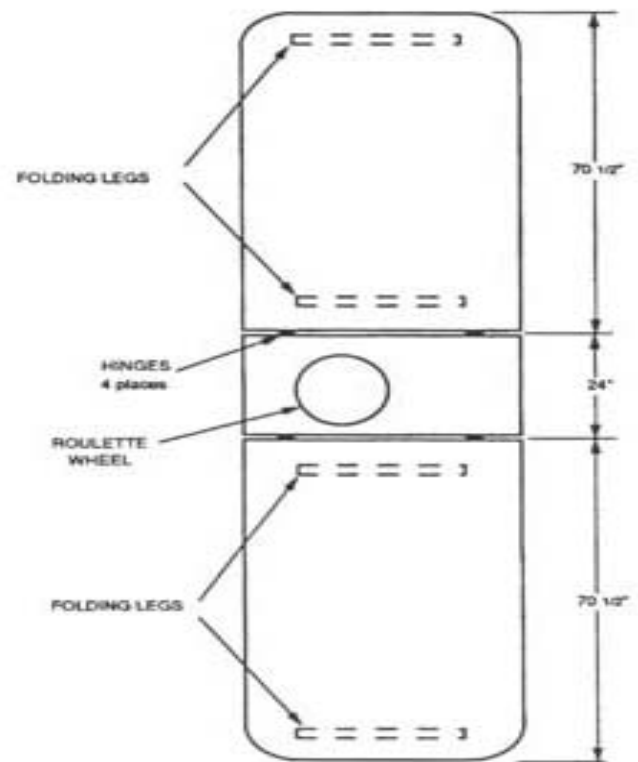
6. Next, using a router bit that fits the "T" shaped rubber edging you have obtained for perimeter of table, cut a groove around the three outside edges of each playing table and the two outside edges of the middle section.

7. Stretch the preprinted felt table tops for the playing tables directly over the plywood and *staple in the top 1/4"* of the 3/4" plywood edge. Take care when stretching the felt. It is important to place the staples almost touching each other and in the top 1/4" so the staples won't interfere with the edging groove. Plain unprinted green felt for the middle section should be attached in a similar manner.

8. After the felt is *completely* stapled to the tables, carefully trim it so that no felt is covering the groove.

9. Using a rubber mallet to minimize damage to the edging, pound the rubber edging into the groove. This edging will help protect the felt and the table edges.

10. The treatment of all felt surfaces with a product such as Scotchgard® will help protect the tables so they will last for several years. Annual treatment will help ensure moisture resistance.



GAME PRIZES

Use the same prizes for ALL activities. Let students use their game/activities winnings to purchase prizes. Set prices based on what can be won playing in all areas of the celebration.

Pricing of Prizes

Estimate 95-100% of student packet values will be used to purchase prizes.

Large value items should be priced so that players **MUST** win at the games or other activities in order to be able to purchase (value greater than \$80,000 in packet).

Mid-value items should be priced so that a player **MUST** win at some activity in order to buy more than one prize.

Low-value items—who cares what value as long as players get the feeling of purchasing *something*.

If there are many prizes left at the end after closing the activities, discreetly lower the prices to sell items for whatever amount the students have left. **Be careful not to lower the prices too early.** Many prize booth personnel get nervous because no one is buying the prizes during the first two to three hours. **It is a mistake to lower the prices too early because the real winners will have *nothing* to purchase with their winnings at the end of the night.**

Another suggestion:

- The amount the prizes are sold for should equal the amount of "funny" money in action during the night plus \$1 million for the bank. According to the example: suggested student "money" \$5,000,000 [100 x \$50,000] + \$6,000,000 [bank] = \$11,000,000.

- Odds should be fixed in favor of the students by having a few double pay offs—in **all** areas of the party.
- Prizes should be priced from \$5000 to \$500,000 with the value of all items to be “sold” totaling the amount of “funny” money in action (in this case \$18,000,000). (i.e., Mark stadium cups at \$5,000 each; if 20 were available, they would equal \$100,000 when adding the “inventory”).

Check the chapters on Themes and Working With Vendors.

SUGGESTED ACTIVITIES CHRONOLOGY

It is assumed the activities committee will oversee ALL activities. *NOTE:* Many schools break each activity area down into a separate committee (i.e., casino, carnival, passive games, photos, special activities, etc.)

AS EARLY AS POSSIBLE

- Decide on general activities.
- Submit list of materials needed to celebration chairperson.
- Submit suggested line items for budget to Treasurer.
- Begin putting together a basic committee—with or without subchairpersons for each activity.
- Locate and make arrangements for any entertainers (caricaturists, magicians, DJ, band, etc.).
- Locate equipment—decide whether items will be purchased, rented, borrowed, or made.
- Begin making plans regarding every activity to be used.
- Reserve any items to be rented or borrowed as early as possible in the school year.**

ABOUT SIX MONTHS BEFORE

- Be sure all equipment to be used is reserved, ordered, or under construction.
- Coordinate prize plans with prize committee. Any custom items desired may take up to three months to obtain.
- Check with treasurer to be sure necessary deposits on equipment and entertainers have been made.
- Decide on as many of the actual games as possible.

ABOUT THREE MONTHS BEFORE

- Check with prize committee to be sure prizes have been ordered.
- Design play “money” if using it.
- Meet with entire committee to reconfirm list of activities (including all carnival games) and make list of needs, volunteers, prizes, equipment, decorations.
- Coordinate with decorations committee to be sure all activities will be covered for decorations.
- Check with celebration chairperson and treasurer to arrange for any licenses needed: movie video license (if showing videos), county raffle license (if holding raffle in with games of chance), etc.

ABOUT TWO MONTHS BEFORE

- Line up volunteers to run each activity or coordinate with volunteer chairperson.
- Check that items being constructed will be ready on time.
- Print play “money” if using it.

ABOUT ONE MONTH BEFORE

- Reconfirm all equipment reservations and any orders not yet received (leased, rented, borrowed, or built).
- Reconfirm with vendors and entertainers (paid /volunteer).
- Reconfirm payment arrangements for equipment and entertainers with treasurer.
- Check with all activities volunteers to be sure every activity will be fully staffed.
- Find any additional volunteers necessary to run activities.

TWO WEEKS BEFORE

- Reconfirm all set-up arrangements for activities. Be sure any necessary licenses and contracts for equipment and entertainers are given to the celebration chairperson.
- Hold any necessary volunteer training sessions (e.g. casino)

WEEK OF CELEBRATION

- Pick up all activity equipment as soon as possible.
- Check with key volunteers to be sure they will be present to help set up equipment.

DAY OF CELEBRATION

- Set up equipment. Help put up decorations in activity areas.
- Set up any needed items for activities—prizes for carnival games and games of chance, etc.

AT THE CELEBRATION

- Committee chairperson and sub-committee chairpersons should arrive early to handle any last minute tasks and be prepared for volunteers and first students as they arrive.

AFTER THE CELEBRATION

- Break down activity areas—sub-committees help here.
- Turn in any lost and found items to celebration chairperson.
- Pack up any salvageable items for following year.
- Be sure clean-up committee knows which equipment was borrowed or rented (and must be returned) and which must be stored for the following year.

WEEK FOLLOWING CELEBRATION

- Submit detailed written report on Activity committee to celebration chairperson.
- Check to be sure all bills have been paid for activity equipment and vendors.

SECURITY

Security is extremely important. It includes students, ALL volunteers, and official law enforcement personnel.

SECURITY INSIDE THE FACILITY

ALL adults who will be present should be well briefed on the rules of the celebration. **All volunteers should be assigned duties** so the students do not feel as if they are being watched. They can serve food, clear tables, check in students, run equipment, staff games, give out prizes, etc. One way to make parents less conspicuous is to put them in simple costumes (i.e., T-shirts, or dark skirts, pants/ shorts and white shirts, etc.) to play up the theme. Insurance policies or facility contracts may dictate how many parent volunteers **must** be present.

It is helpful to provide an information packet for every volunteer approximately one to two weeks prior to the celebration which includes:

- A detailed floor plan showing all rooms in the facility. Clearly mark all activities, exits, emergency equipment, light switches, fire alarms, and an evacuation route.
- The celebration guidelines (rules).
- What is expected of each adult. They should already know from their committee chairperson about their duties in the area where they will be working.

More workers are needed at the beginning of the party when students and adults alike are a little unsure of where things are and what they should do. The most difficult time period to fill will probably be between 1:30 and 4:00 a.m. since parents are more willing to come before they go to bed at night or before they go to work in the morning. Most celebrations have found that volunteers do best working on a two-shift schedule. The early group is willing to stay a little longer and the late group doesn't mind coming a little earlier but few seem to want to come for a short time in the middle of the night.

GUEST LIST

Be sure your entire security team knows who is allowed to come in and who is NOT. Provide a check-in and a check-out list. Be sure guests (**Grad**: spouses, foreign exchange students, non-graduating seniors, former classmates; **Prom**: dates, foreign exchange students) are clearly listed. Be sure the security team knows where to direct adult volunteers, vendors and other visitors.

INTOXICATED ARRIVALS

The security team should have a contingency plan to deal with **anyone** (students *or* adults) who arrives intoxicated. Since the celebration objective is to keep people alive, it is important **not** to let anyone intoxicated drive.

Graduation: Students are no longer under any school rules because they have graduated, *but they are still underage*. Therefore, most graduation celebrations try, if the need

arises, to keep the students at the celebration, although, not with the other attendees, if at all possible.

It may be best to set aside a small room, which can be named in keeping with the party theme (i.e., airport—customs and immigration, movies—M.A.S.H., sea cruise—sick bay). An adult volunteer should be present at all times, and sodas or coffee and sandwiches available as well as a cot. Some schools have assigned them to work in a back area with a parent for a given amount of time.

Prom: You will probably be *required* to contact an administrator or law enforcement personnel if students arrive intoxicated, as students would be subject to all school rules. School administrators are usually present to help, if necessary. Check with school administration *before* the celebration to see how they wish to handle this.

Volunteers: Decide **BEFORE** the party, the course of action to be followed if a *volunteer* arrives intoxicated—and then follow through,—*regardless of who it is*. Unfortunately, this has happened at a few of the celebrations. Security volunteers need to be told ahead of time—in **writing**—the alcohol/drug-free rule applies to **EVERYONE!** Decide WHO will tell them they may not stay and WHO will be detailed to take them home. Brace yourself for a few “words” and a potentially “bad scene.”

FIRE PRECAUTIONS

Find out in advance what emergency procedures must be followed in the event a fire alarm is pulled “by accident.” Many schools are on a delay basis with the fire departments, but most other public facilities have alarms that automatically ring at the fire department. It is important to know which doors are to be used, where people are to go if an emergency of any kind should arise, and what will be done when/if everyone is readmitted since most guidelines specify that no one may re-enter if they leave. Be prepared **BEFORE** it happens!

It is wise to station an adult volunteer in front of *every* fire alarm whose **only** duty is to sit (most read books) with their back to the alarm and to turn around and pull it if the need arises. They are also insuring the alarm is *not* pulled by a rambunctious student. Be sure someone brings food and drink regularly as these persons **MUST** stay at their posts.

NOTE: Fire alarms may be triggered by smoke or fog machines. Fire regulations do not allow these machines.

FIRST AID

Set up a small first aid station. Make sure a CPR qualified person will be at the party though not necessarily in the first aid room. In some areas the fire marshal insists on designating someone as the “Life Security” person who will be given extra instruction from the fire marshal. Be sure to have a supply of bandaids, antiseptic, hypoallergenic contact lens solutions, hand cream, aspirin or Tylenol, a variety of feminine hygiene products, etc..

An ambulance is NOT necessary. If a real problem develops, help can always be summoned.

EXTERNAL SECURITY

Since students may leave any time they wish and volunteers will be entering and leaving the facility all night, the entire area surrounding the facility **MUST** be secure. Some suggestions:

- **Notify the police** about the celebration. Give them the guidelines, hours, and number of people attending.
- Request at least two law enforcement or security personnel *in uniform* to patrol the area and parking lots. If necessary, hire these persons (try for a donation of their time first). *Don't be afraid to use uniformed personnel.* Students will NOT be intimidated even when uniformed personnel walk through to see what is happening and have something to eat—as, of course, they should be invited to do.
- Be sure the chairperson notifies the fire department. If requested, submit plans to the county fire marshal. Request a fire/safety inspection before the celebration begins to be sure you are in compliance, and protected.
- **Be sure that parking lot lights will be on all night.** *Do not assume they will be.* Check and be persistent in insisting upon having them on.
- If anyone is video taping or photographing the celebration and plans to include any law enforcement personnel, **BE SURE TO CHECK WITH THEM BEFORE** taping them because it **MAY** be against department procedure for them to be photographed without prior permission.

ADDITIONAL CONSIDERATIONS:

- If students question rules, refer to “insurance problems” as most all of them understand insurance; they just don’t want to be hassled unnecessarily—and want to be considered adults.
- *Review the “Celebration Guidelines” section in the chapter on General Information.* Be sure the security committee is aware of the decisions made by the steering committee on all of these questions.
- As students enter, visually check for alcohol and drugs. Be aware that “rush hour” may occur about fifteen minutes before the doors close and it will be more difficult to check at that time.
- Try to have someone in the check-in area who knows students well enough to give large “bear hugs” of greeting—a counselor, principal, teacher, coach. Anyone with very loose, baggy clothing should get a nice “hug” just to be sure nothing has been concealed.
- Assign someone to make periodic checks of the restrooms.
- Advise parent volunteers that if a student **MUST** go to a car for a sweater, purse, contact lens case, etc., 2 adult volunteers **MUST** accompany the student to the vehicle

and back to the celebration again. In the case of a female student, one of the adult volunteers should be female. **NO EXCEPTIONS.** This is an old scam to have a drink at the car then return to the celebration.

- EVERY student should sign him/herself out giving both name and time if s/he leaves before the end of the celebration. This is for everyone’s protection. If the student is missing the next day, coordinators will want to be able to verify how long the student was at the celebration. If an emergency arises *during* the celebration, it will be important to know who is in the building. **NOTE: Be sure students use their own names when signing out.**
- Place an adult volunteer at each exit door, any hallway to “off limits” areas, and in front of each fire alarm. Their **only** task is to be sure no unauthorized persons use these exits or fire alarms. All students should be using one specific door. All volunteers should also be using a specific door which may or may not be the same one the students use.
- A minimum of two adults should be assigned to the front door **ALL NIGHT** to be sure no students come in after the doors close or with adult workers and that early-departing students sign out.
- Check ALL persons who enter—particularly those who are obviously not parents—to be sure only those invited are allowed to enter. Be particularly careful about checking young persons who *appear* to be with an adult as this is a way many uninvited guests try to sneak in.
- Do a sweep of the building before the celebration. Check for alcohol and other drugs by looking in lockers, bathroom ceilings (above ceiling tiles), and any unlocked cabinets in ALL rooms to be used for the celebration. Confiscate and dispose of any illegal items found. This is strictly a precaution, but unfortunately, some celebrations have found illegal substances smuggled in.
- Have a minimum of two adults per shift (more as students enter and leave) in the check room to “guard” students’ items. This area should be as close to the entrance as possible. Every student should check ALL items brought into the party (purses, swim bags, etc.). Access should be available all night, but be restrictive as to which items can be taken away from the area. Students should also be able to leave prizes or valuables (cameras, yearbooks, etc.) in this area for safekeeping. **The checking of items prevents alcohol and drugs from being brought in and used at the celebration.**
 - Use plastic grocery bags, mark with names or numbers, hang on hangers for ease in finding items.
 - Use shopping bags, mark and hang or stand on floor or in large area marked into sections with tape.
 - Use milk crate type storage crates—one per student. Save for use next year or give as favor at end of night.
- Coordinate and cooperate with any law enforcement or fire department staff who are present.

SAMPLE Adult Volunteer INFORMATION LETTER.

THANK YOU FOR VOLUNTEERING TO HELP!!! If you cannot work as assigned, please call _____ at (phone #) **immediately**.

SHIFTS: Our records indicate that you will be working the following:

Activity: _____

Hours: _____

RULES:

All students must arrive between 11:00 p.m. and midnight. (We will continue to process students through the line until everyone is in). ENTRY is through the FRONT ENTRANCE ONLY.

Students may leave any time they wish but they may not re-enter. NOTE: STUDENTS WILL BE REQUESTED TO SIGN OUT GIVING THEIR NAME AND THE TIME. This is for everyone's protection. EXIT is through the FRONT ENTRANCE ONLY.

This is an **ALCOHOL/DRUG-FREE EVENT**. **BOTH STUDENTS AND ADULTS ARE EXPECTED TO UPHOLD THIS RULE**. Show your children that you can celebrate and have fun without drinking. The Chinn Center is also a non-smoking facility. If you see a problem (or even think you see a problem), please bring it to the attention of one of the security committee members. They will be wearing buttons denoting their primary cause in life "The DOORSTOPS," and will probably be carrying walkie-talkies. They will handle whatever irregular problems are encountered.

VOLUNTEER DRESS. Dress in your most comfortable "Beach Wear" (i.e., shorts, pants, white-soled gym shoes [NO HARD-SOLED STREET SHOES], and your "wildest Hawaiian shirts.") Leave your valuables/purses at home or lock them in your car trunk. Pockets may come in handy.

ENTER at the Front Entrance. Lights are scheduled to be on all night in the parking lot. We recommend you park only in the front parking lot, as that is where our uniformed police officers will be stationed. Students **MUST** use this door to both enter and exit.

Please plan to arrive 15 minutes early and check in at the Front Entrance Lobby Security Desk.

Please note: We have promised the Graduates that we would try to hold the # of adults to a bare minimum. Therefore, please do not join in the party as a participant or stand around the various rooms and watch. We are there to run the activities or to staff various posts only. If you want to stay longer than your shift, please ask the Volunteer Staff at the Front Lobby desk whether additional help is needed. Please remember that we are trying to handle all responsibilities without overwhelming the students. Remember, this is their party, not ours.

PHONE NUMBER AT CHINN CENTER FRONT SECURITY DESK where you may be reached during the night is ____ - _____. There are also pay phones located in the center.

FIRE ALARMS OR OTHER EMERGENCIES. The Chinn Center Park Authority staff has generously volunteered their time as well. On-site Staff include Managers, custodian, technician, and Park Ranger.

FIRST AID ROOM. STAFFED by a Nurse, is located in the lower hallway to the Gym.

FOOD. There should be plenty of food for everyone. Please feel free to eat whatever you like. Please help us remind all participants that food is only allowed in the Youth Lounge and Dance Floor (Rooms P & Q).

SET-UP. At this time, we cannot move anything into the Chinn Center until approximately 9:00 p.m., Friday, June 14th. **We need everyone that can possibly assist.**

PRIZE DRAWINGS. Drawings for door prizes will be held all night and Winners' names announced & posted. Major/large prizes will be held at the Front Security Desk until students exit. Winners must claim prizes in person. For your info: We will try to determine if students are present and/or want the prize before we re-draw for door prizes. Grand prizes, including the drawing for the opportunity to win a new car, will be held at 4:45 a.m.

CLEAN-UP. Most areas will be closing at 4:30-4:45 a.m. Please plan to help break your area down if you are on the last shift so the clean-up crew can begin exiting and cleaning the Center prior to Chinn's Saturday morning opening.

FINAL DRAWING/CLOSING ACTIVITY. Please feel free to join us for breakfast and closing activities. Please let the students go first and do not impede traffic in the front Lobby area, as students claim their belongings at the "Baggage Check" room and front desk. Once the students leave the Center, they should not be allowed to come back into the center. This will help us control traffic flow and clean-up.

Once again, thank you for your help! Without YOU, this party would not be possible. **Relax** and enjoy the night!

SUGGESTED SECURITY CHRONOLOGY

As Early As Possible

- _ Begin putting together a basic committee.

About Six Months Before Celebration

- _ Check with steering committee for celebration guidelines and begin formulating plans for check-in and sign-out procedures.

About Three Months Before Celebration

- _ Make recommendations to steering committee regarding guidelines and handling of problems, set up necessary procedures.
- _ Begin formulating packet of materials to be given to each volunteer (include ALL persons helping in *any* capacity) who will work celebration.
- _ Coordinate with chairperson in checking on availability of security officers and parking lot lights.

About Two Months Before Celebration

- _ Coordinate with decorations committee to be sure evacuation route is identified and maps available.
- _ Identify required certified personnel (lifeguards, CPR qualified, etc.)
- _ Obtain emergency numbers to be used during celebration.
- _ Submit Layout and Evacuation Plan to the Fire Marshal's Office for approval.
- _ Request school administrators or counselors be at entry door to identify students in case there are questions.

About One Month Before Celebration

- _ Finalize information to be given to *every* adult volunteer. Include their work time and station, map of facility, celebration guidelines, procedures for irregularities, entrance to use, phone number at facility, what to do if unable to fulfill commitment.
- _ Coordinate with food committee to have food and beverages served to volunteers staffing fire alarms and exits during celebration.

Two Weeks Before Celebration

- _ Reconfirm all arrangements and key personnel.
- _ Mail, send, or otherwise deliver packet of information to *every* adult who will attend celebration. Be sure to include adults from ALL committees.

Day of Celebration

- _ Check restrooms, locker rooms, and other areas (cabinets, ceiling tiles, etc.) where alcohol or other drugs could possibly be hidden. Remove and dispose of anything found.
- _ Post evacuation routes and be sure all volunteers have a copy of evacuation procedures

At the Celebration

- _ Arrive early to handle any last minute tasks; be prepared for volunteers and first students as they arrive.
- _ Staff all possible exit doors, empty hallways, and all fire alarms during entire celebration.
- _ Periodically check restrooms.
- _ Escort any students who absolutely must go to their cars.
- _ Periodically check with outside security persons.
- _ Remind all volunteers/security committee to SMILE. This should be a fun night.
- _ Have a good time and enjoy the night!

After the Celebration

- _ Stay until last students have gone.
- _ Give list of students who checked out early to celebration chairperson.

Week Following Celebration

- _ Submit detailed written report on security committee to celebration chairperson.

DECORATIONS

The first and foremost rule: **KEEP IT SIMPLE!** DECORATIONS ARE NOT THE MOST IMPORTANT PART OF THE CELEBRATION. Decorations are fun. They add excitement and make the occasion more memorable. Decorations will NOT keep any student at the celebration all night. Exciting activities, prizes and food are what keeps teens there.

Ask teens what they liked best about the celebration and they'll probably give the name of some fun activity or a prize they won. The decorations should NOT be so involved that huge committees are spending two or three nights a week for several months building decorations for a five or six hour celebration.

Carry the theme throughout the celebration. **Begin brainstorming ideas with other committee chairpersons so ALL ACTIVITIES, DECORATIONS, FOOD, AND PUBLICITY WILL RELATE TO THE CHOSEN THEME.** A theme will make some choices easier and will definitely lend an air of festivity to the celebration. The tickets, publicity, entrance, and check-in procedure should all be incorporated into the theme in some way. *See chapter on Theme Building.*

The decorations committee should consist of a decorations chairperson and a fairly large committee, or a sub-committee for **EACH** area. Either the Celebration Chairperson, or the Decorations Committee Chairperson should be the ONE person to contact the facility and the fire marshal to obtain all of the rules, regulations, variances, etc. Facility personnel and the fire marshal tend to get a little testy after the third person from your committee calls to ask the same question. The contact person MUST pass the information on to ALL who need it.

Decorating for the celebration should NOT be a competition between previous years' and this year's committee or between nearby or rival schools. The purpose of the event is to keep ALL of our teens alive. Who cares *who* had the ideas? Use what works!

FOLLOW ALL COPYRIGHT LAWS!! Licensed characters are NOT allowed to be reproduced in ANY form without written permission from the owner of the copyright. Giving credit on a program or at the bottom of the art work will NOT make it legal to use them. You MAY, however, use items you purchased from a *licensed* source (such as the Disney Store, character balloons, etc.)

RECOMMENDATIONS FOR THE DECORATIONS CHAIRPERSON:

- **Meet with Activities, Publicity, Tickets, ID committee chairpersons** to ensure theme will be incorporated into ALL areas of celebration.
- **Act as a material, volunteer, and information resource** for the committee.
- **Ensure that all committee members have the decorating rules and guidelines** provided by the facility and the fire marshal. *See chapter on Fire Marshal.*
- **Submit suggested budget to steering committee;** keep updated expenses and donation information; see that members are reimbursed.
- **Supervise the set-up.** Direct helpers, answer questions, deal with unforeseen needs.
- **Have supplies available:** masking tape, scotch tape, hammers, screwdrivers, tacks, nails, glue, scissors, rubber bands, paper clips, extra poster board, markers, ladder, etc., for set up. **Don't bring any item that is forbidden by the facility or fire marshal.**
- **Maintain contact with committee members** making sure they are on schedule and within budget.
- **Prepare a written report** on Decorations within one week following celebration.
- **Inform the volunteer coordinator of specific and general needs** such as carpentry skills, posters, paint and lumber. This "needs" list can be included in one of the parent letters.

Where can the decorations committee work? Your high school will probably let you use cafeteria, classroom, or art department space on a regular or as-needed basis. **Limit decorations to large items** that can be made ahead of time and put up quickly. Large splashy decorations will be noticed and make a difference while small, time-consuming items may never even be seen by most of the students.

What areas need decorations?

First, meet with the activities chairperson to find out how the activities fit into the theme. Decide how some general decorative theme items can be added to the activity areas to pull the entire celebration together.

In addition, you *may* wish to decorate the following areas using the chosen theme:

- **Signs.** Informational and directional signs for the entire facility.
- **Entryway** should set the mood for the entire celebration and may include both indoor and outdoor areas.
- **Activity areas** (i.e., dance, games of chance, carnival games, food, passive games, etc.)
- **Food.** Work closely with the food chairperson to coordinate theme and layout for the various types of food.
- **Restrooms.** "New" names for doors within your theme:
 - < Steers and heifers
 - < Pictures of movie or rock stars
 - < Foreign languages

- < Mermaids and starfish,
- < Tarzan and Jane
- < For “The Places You’ll Go” theme: “The Place He’ll Go” and “The Place She’ll Go” signs.

CLEAN-UP. Work with clean-up committee to coordinate dismantling the celebration. *See Clean-Up chapter concerning marking all items.*

New fire regulations have drastically changed the “rules” for decorations. Use lots of balloons and string lights for maximum effect and safety.” See chapter on Fire Marshal.

GREAT RESOURCE

Talk to the management of department stores and shopping malls to find out what they do with decorative display items when they are taken down. Many malls and large stores discard items they don’t plan to use again and will happily donate it to your committee IF you let them know you want it and will pick it up at *their* convenience.

Many throw out hundreds of strings of mini-lights after the Christmas displays are taken down because the labor to store them properly and check them the next season costs more than purchasing new. It may take some time to straighten out the seemingly thousands of “knots,” but the price is right.

Ask what will happen to items on display at fairs, corporate and charity events, etc. Contact local graphic designers to see what they do with obsolete items. If you are offered anything:

Pick it up *promptly*.

Write a thank you note.

Give credit through whatever process your committee has set up for recognizing donors.

Be sure to find out the value of the item(s) for the treasurer’s records.

USEFUL DECORATING SUPPLIES

Items to help attach things to each other or to walls. Most of these can be obtained at craft supply, hardware, or office supply stores. Be careful not to use anything that will bond permanently on the facility’s walls or equipment!

- **Monofilament (fishing line).** Hang decorations, use with balloons (arches, columns, etc.)
- **Glue Guns.** Quick, easy, *immediate* set. Good for stiff “stuff” that takes a lot of handling while waiting to dry.
 - < *Hot glue gun.* Put together many decorations. Little longer maneuvering time, more permanent set. Glue is always marked HOT or DUAL TEMP.
 - < *Cold (or cool temp) glue gun.* Useful with balloon and heat-sensitive decorations. Better for fingers. Once

cloudy color shows on object, it won’t hold. OK for light-weight things. Sticks are often opaque and not marked. Dual temperature glue sticks are OK.

– **Glues and adhesives**

- < White Glue—Inexpensive, easy to use. Works on wood, paper, cloth, leather, cardboard and cork. Sets reasonably fast after application and dries clear. Provides strong bond. Is non-toxic and non-flammable. NOT for metals, rubber, non-porous materials or plastics.
- < Spray adhesive—For temporary “tacking,” spray on one surface. For permanent bond spray both surfaces and let stand, then bond. Clean up with turpentine. Usually found in craft departments.
- < Spray adhesive—available in the paint department of your home improvement store. Permanently bonds foil, cracked ice, Mylar, etc. to cardboard, wood, etc.
- < Fabric glues—For fabrics and other flexible materials. Use on things you do NOT want to set stiff. (Most wood glues and some white glue set hard and stiff.)
- < Aliphatic resin (“Titebond”)—Looks like heavy cream and can be pre-colored with soluble dyes. Stiffens fast, fills gaps, not waterproof but water-resistant for indoor use.
- < Casein Glue— Comes in powder form to be mixed with water. Good gap filler. Can be used at any temperature above freezing. Not waterproof but moisture resistance is high.
- < Contact Cement — Non-flammable, water based. Bonds instantly—*no room for error*. Put some on each surface and let set to tacky before bonding.
- < Epoxy. Strongest of wood glues, takes longer to cure.
- **Staple gun.** Put together decorations. Staples available in different depths.
- **Double-sided carpet tape.** Use to attach decorations to each other. Use between paper or foil to make some palm tree leaves.
- **Adhesive backed velcro.**
- **Duct tape** (sometimes marketed as Duck Tape). Useful for attaching one item to another, holding frames together, taping down extension cords, etc.
- **Barnacle hooks**—available from hardware stores. Hang items from metal ceiling strips.
- **Ceiling Hooks.** Easily attach items to tile ceilings. Available from display supply stores.

Useful items for forming decorations.

- **Carpet or mailing tubes.** Make decorations or use to make other decorations free standing.
- **Cardboard boxes.** Make wheelbarrow, dice, window boxes, flower boxes, treasure chest, etc.
- **Chicken Wire.** Stretch tightly to make outdoor lighted signs by attaching lights to wire.

Items to give color or texture.

- *Pastel (art) Chalk.* Use to give definition to many decorations. Set with fixative or hair spray.
- *Aluminum foil.* Use to wrap carpet tubes, boxes, bricks, make palm tree leaves, etc.
- *Florist foil.* Has a layer of plastic between two layers of foil. Usually green on one side. Will shape around almost any object. Wrap over frames to make large animals or other objects.
- *Mylar or foil.* Use to cover cardboard decorations when shiny color is desired. Use spray adhesive or double sided tape to bond them.
- *Miniature Christmas lights.* Use alone, in plants and trees. Use to light balloon arches and columns. Lights will NOT break balloons. Simply insert against mono or frame (PVC, conduit, etc.) *after* balloons are packed.

Items to make things stand upright.

- *Empty 1 lb. coffee cans, or commercial fruit cans from the school cafeteria.* Fill with concrete to hold carpet tubes upright, use empty as connectors between tubes so everything is not the same height.
- *Straightened wire coat hangers.* Use anytime heavy wire is needed (flower stems).
- *Folding cafeteria tables.* Use in folded vertical position to divide areas and/or place signs or murals on one or both sides.
- *Bamboo balloon sticks.* Inexpensive item that will hold air-filled balloons, crepe paper flowers, or other fairly small items that need to stand upright.

Items that help you look as if you are an artist even if you're not.

- Use a projection technique to trace around design of almost anything.
- *Dual pencils.* Tape two pens or pencils (Bic lead or mechanical pencils) together. Use to draw letters using the connected pens as one unit.
- *Drawing circles:* Tie a string to a pencil, attach or hold string in center of paper, keeping string taut, move pencil around the paper forming a circle.

SOME DECORATING IDEAS

Use your imagination but, most of all, HAVE FUN!
Depending on the celebration theme, try...

Posters. Use movie and travel posters. Faces can be replaced with teacher's faces (with permission, of course!) or with students' faces. The Fire Marshal recommends they be laminated.

Murals.

- Turn whole walls into backdrops.
- Add miniature lights behind the pictures to make stars twinkle or windows appear lighted.
- Make murals in sections and tape together to transform huge areas.

For dance: dimmed lights, Mylar streamers, rotating mirrored ball over dance floor.

Flowers.

- Ø Use small arrangements or single flowers on tables and large arrangements on food serving tables.
- Ø Make large flat construction paper flowers. Put students' pictures in center, laminate for safety, and hang on walls, over lockers, etc.

Colored tablecloths. Use throw-away paper ones or buy inexpensive fabric and pass on to next year's celebration. Buy rolls of plastic or paper table cover.

Table skirts. Use color or metallic to dress up food tables, entryway, check-in area, games of chance tables, etc.

Luminaries: Cut top off plastic gallon containers, leaving handle. Place sand and candle in bottom of container. Use as directional signs to get from one place to another: parking lot to front door. Must be placed at least 25 feet from building. For Mardi Gras, add a simple inexpensive mask to tie into theme.

Life-size sculptures.

- Make or borrow soft sculpture people dressed to fit the celebration theme.
- Make papier-mâché sculptures to fit celebration theme.
- Borrow mannequins and dress to fit celebration theme.

Build an object for the entryway: gang plank, boardwalk, airport security station, movie box office, "yellow brick road," bridge, toll gate, cruise ship, oversized shark, submarine, wild animals, western scene, dragon, waves, etc., to fit celebration theme. Be sure it does not restrict entry or exit in an emergency.

Hang items from ceiling. Hang dozens of paper birds, fish, etc., from the ceiling or try floating them using helium balloons and light weight fishing line (approximately 6 to 8 helium-filled balloons will hold up a poster board sea gull; white, clear and light blue balloons will simulate clouds). You can also use air-filled balloons for clouds and simply hang from ceiling with birds hanging below them. Do not to hang anything from sprinklers or exit signs and do not obscure either of these.

Use carpet tubes to create all sorts of items:

- **Palm trees**—see below
- **Fantasy balloon trees**—see below
- **Railroad crossing signs:** paint tube white or black and wrap opposite color tape diagonally around tube. Cut two pieces of cardboard approximately 6" x 24"; hot glue in shape of "X." Write RAILROAD on under section of "X" and CROSSING on top section. Attach "X" to carpet tube with Velcro (for easier storage) or hot glue (for permanency). Attach a small red balloon on each side so they fall between side "arm's" on each side of "X."

- **Dock pilings:** Cut large diameter carpet tubes (approximately 4" diameter) into pieces of varying lengths. Paint to simulate wood, using chalk to simulate lines on wood (smudge chalk lines, spray with fixative or hair spray to set chalk). Wrap and tie rope around the three pieces to simulate dock pilings.
- **Horses.** Use mailing tubes for body and head. Use upholstery fabric tubes for legs. Add poster paper ears and rope tail and mane. Paint in desired colors. Can add cowboy hats, reins, etc.
- **Tepees.** Use tubes to form base. Cover with canvas and paint as desired.

SKYLINES. Use opaque or overhead projector and pattern to create a city skyline outline on paper then:

- Outline with Mylar streamers on black background.
- Outline with black paint or marker on white paper, or poster board, then laminate.
- Make outline using tubing, or pvc pipe, etc., for 3-D effect.

PALM TREES. Make trunks from carpet or 4" mailing tubes covered with paint or foil. Use balloon, or foil leaves. Be sure all items are fire retardant.

Supplies for one tree:

- 1 tree trunk
- 1 base to hold trunk
- 1 Styrofoam ball or square of green floral foam
- 10-12 leaves

To make trunks:

- Cover tubes with desired covering and, if necessary, use fire retardant.
- To hold it upright try one of the following:
 - < Put tube over concrete-filled can
 - < Make a wooden base: Nail two pieces of 2 x 4 together to form an "X," attach a piece upright over "X" to fit inside tube and hold it upright
 - < Make a base out of a 16" square of particle board with a 4" x 3" plastic toilet flange (available in plumbing department of home improvement/hardware store—flange measures 4" on outside of opening but 3" on inside of opening) screwed into the center of the board. Put a 24"-30" piece of 3" PVC pipe into the center 3" hole to hold the tube upright. Place the carpet/ mailing tube over the 4" part with the 3" PVC pipe inside the tube. Use the same covering as used on the tubes to drape loosely around the base to cover the flange.
 - < Stick tubes into holes of large cinder blocks to make them appear to be growing at angles. Drape the blocks with the same fabric used to cover the tubes.

To make leaves:

- Use Mylar, metallic vinyl (shiny, reflects lights), or aluminum foil.
 - < Cut chosen material into two leaf shapes (long ovals) approximately 18" long. Do NOT fringe at this time.

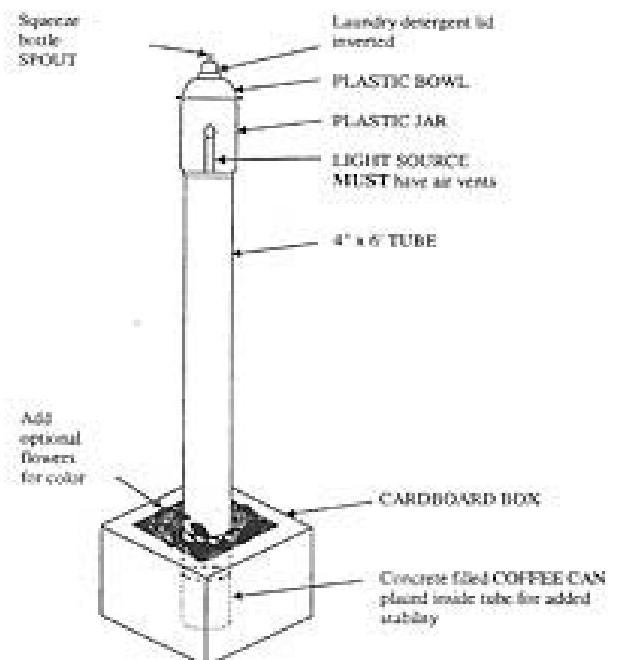
- < Cover *wrong* side of one leaf *completely* with double-sided carpet tape.
- < Lay straightened wire coat hanger down center of same leaf (part will extend beyond leaf as "stem") and cover wire with one piece of double-sided tape.
- < Lay second leaf down on top of the taped one, being sure *wrong* sides are together.
- < Trim around outside to get rid of excess tape or material (rotary cutter works well for this but scissors will do).
- < Make 9 to 11 more.
- < Fringe leaves as desired.
- < Stick wired leaves into foam in top of carpet tubes and shape to suit.
- < Leaves may be ironed if they become wrinkled.
- < Glue or tape several pieces of fake money to wire to simulate leaves for "money" tree.

To light trees: wrap string of miniature lights around tree trunk. To make coconuts: use 5" brown balloons.

STREET LAMP. Lighted street lamp can be made from recycled products.

Supplies:

- Carpet tube or 4" x 6' mailing tube
- 2 tin cans that will fit inside tube
- Concrete
- Cardboard box
- Single bulb Christmas candle (or single lamp socket with *empty* toilet paper roll)
- Large clear *plastic* jar or bottle with lid
- Plastic or strong paper bowl with lip or use plastic plate with rimless bowl glued to it
- Laundry detergent bottle cap (or approx. 2" cap)
- Spout from squeeze bottle
- Black paint
- Glue



ASSEMBLING GASLIGHT

- Fill one coffee can with concrete. Put tube in concrete and let set up.
- Drill hole large enough for lamp fitting in bottom of 2nd coffee can and jar lid.
- Place jar lid top against coffee can bottom and place lamp through hole.
- Drill several air holes in bottom of plastic jar to allow air to circulate because lamp bulb will put out a lot of heat. Be careful that bowl (or plate/bowl) does not cover holes.
- If using plate and bowl, glue top edge of bowl to back side of plate.
- Glue detergent cap edges to bottom of bowl.
- Glue squeeze bottle top to top of detergent cap.
- Drill hole large enough for lamp plug to be "fished" through about 10-12" from bottom of tube.
- Place concrete filled can inside bottom of tube.
- Paint tube and entire assembly from plate/bowl to squeeze bottle top black. Dry thoroughly.
- Glue painted bowl assembly to bottom of jar above air vents.
- Put coffee can holding lamp inside top of tube.; add bulb to lamp; attach jar to lid.
- Set tube inside cardboard box covered or painted to look like stone or brick.
- Optional: Add colorful flowers as if box is planter. Add dowel with street name. There are lots of familiar street names in New Orleans; pick something other than Bourbon Street (i.e. Duke St., Canal St., etc.)

MARDI GRAS MASK.

Supplies:

- | | |
|--------------------------|------------------------|
| — Foam-Cor® or cardboard | Contact paper |
| — White glue | Glitter |
| — Christmas garland | 5/8"-1" ribbon |
| — Hot glue gun | Upholstery fabric tube |
| — Small cardboard box | Aluminum foil |

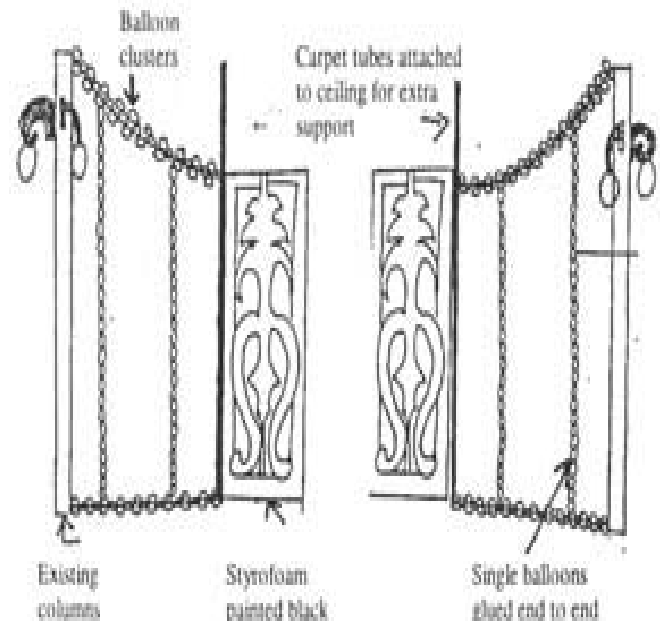
Optional decorations: paint, lace, feathers, miniature lights.



ASSEMBLING MASK

- Cut two large masks from Foam-Cor® or cardboard—
- Attach Contact paper eyes.
- Glue and glitter remainder.
- Use Christmas garland around outside of each mask (will also hide space between masks).
- Use foil stars and long pieces of ribbon to decorate.
- **HOT GLUE EVERYTHING!!**
- Cover a thin box with foil and decorate with black Contact paper squares attached as diamonds.
- Attach masks on opposite sides of painted or decorated upholstery tubes with box beneath mask.
- For stability, hot glue empty paper towel rolls, toilet paper rolls or blocks of wood between ends of masks.
- Insert tube in a decorated base.
- Tilt mask at an angle.

GATES. Two square existing support poles were transformed into gates using 5" balloons and two 4' x 8' pieces of 2" thick Styrofoam painted black. Two carpet tubes were added for extra support. 25 lb. fishing line was used to pack balloons into clusters across top and bottom with single balloons glued end to end to rest of fence.



DICE:

Paint cardboard cubes (boxes that have the same height, length, and depth dimensions) white. Use real dice as pattern to place Contact paper or mylar dots glued to sides. Can make small ones (6" to 8" cubes) for playing large board games (horse race, etc.) Can make 12" to 36" dice as decor in Games of Chance and Casino areas.

DECORATING WITH BALLOONS

Balloons can be filled with either air or helium depending upon whether you want them to float. Following are some facts you should know about using helium.

SAFETY FIRST!!! Helium is a colorless, odorless, non-toxic, inert gas that doesn't burn or react with other chemicals and is lighter than air. Helium will NOT explode if exposed to a flame. NEVER, UNDER ANY CIRCUMSTANCES, ALLOW ANYONE TO INHALE HELIUM!!! Your lungs cannot distinguish between helium and oxygen. Inhaling helium to "talk funny" may result in asphyxiation. Inhaling helium directly from the tank is a sure way to die because the pressure may blow a hole in the lungs.

Helium is stored under high pressure and it can be hazardous if not used properly. If the valve is broken from misuse or if the cylinder falls over, it may shoot off like a rocket through cinderblock walls, cars, etc. Please remember the following when handling helium tanks:

- ✓ ALWAYS keep your helium cylinder chained to a wall, safety stand, or other secured item. NEVER leave a tank standing alone in the middle of the floor! At the very least, lay it on its side on the floor.
- ✓ NEVER drag a helium tank or pull it by the tank valve (the round valve under the protective screw-cap cover).
- ✓ NEVER place a helium tank in a high traffic area such as a hallway.
- ✓ NEVER hammer, pry or wedge the valve (handle under the cover). If you cannot open the valve by hand, try putting an un-inflated balloon over the handle and turning. If you still cannot open the valve by hand, call the distributor and request another tank.
- ✓ Do not store or place helium tanks in direct sunlight or apply heat above 120 degrees F.
- ✓ Transport helium tanks firmly secured. Do NOT allow tank to roll in a vehicle. Pay to have it delivered and picked up.
- ✓ Attach regulator securely to the tank. Stand to side and open SLOWLY.
- ✓ Keep cylinder valve closed when unattended.
- ✓ NEVER try to remove a regulator without bleeding it first!! To remove the regulator:
 - Turn off valve.
 - Bleed regulator by pushing on nozzle to empty regulator of helium.
 - Then, unscrew regulator and remove from tank.
- ✓ Cylinders should only be filled by an authorized individual in accordance with safety guidelines.

PLEASE DO NOT TIE HELIUM-FILLED FOIL BALLOONS INTO ARCHES OR ATTACH ANY FOIL RIBBON TO HELIUM-FILLED BALLOONS. In some states it is illegal to tie helium-filled foil balloons together, onto any other helium filled object, or to attach foil ribbons to any helium-filled balloons (including latex balloons). If balloons so tied were to be released outside and become entangled with electrical wires, the power to your location (and that of the surrounding area) could be affected or, in some cases, it could even start a fire.

BALLOON TERMS YOU WILL NEED TO KNOW

- Air-inflator: an electrical device used to inflate balloons with air; i.e. Cool Air or Air Force 3 (has three nozzles for use by three persons at a time).
- Cluster: four balloons sized and tied or twisted together.
- Curling ribbon: 3/16" crimped or uncrimped paper ribbon that curls easily. Used to attach balloons to other objects. One of the cheapest items you will buy.
- Duplet: two balloons sized and tied together.
- HI-Float™ and Super Hi-Float™: non-toxic commercial coatings for the interior of latex balloons which will increase their float time from three to ten times longer depending upon how it is used.
- Latex balloon: a biodegradable rubber balloon that comes in many sizes, colors and finishes.
- Monofilament line: a clear, almost invisible cord used in building balloon forms. 50 lb. weight should be used for most indoor work. (Sometimes referred to as fishing line.) Doubling the line will NOT double the strength; purchase heavier line if needed.
- Microfoil™ balloon: Commonly known as foil or Mylar balloons. An aluminum-covered nylon balloon with a shiny reflective surface. Comes in shapes: round, stars, hearts, squares, fish, cards, licensed characters, etc.

- Nozzle: A mechanical device attached to a regulator which starts and stops the flow of gas (helium) and is used for inflating balloons.
- Regulator: A mechanical device which reduces the pressure at which gas leaves a pressurized tank; used to control the flow of helium from the tank.
- Single or Pearl Arch: A line of helium-filled balloons spaced at exact distances apart on a monofilament line.
- Sized balloons: Balloons that have been measured using a template or special equipment so that balloons are uniform in size.
- Spiral or swirl arch: Constructed with balloon clusters packed on frame or monofilament line in a spiral pattern.
- Template: Patterns in specific sizes used to control the size of balloons.
- Weight: Used to keep helium-filled balloons from floating away. Can make by filling 11" balloons or plastic bags with sand, using bricks, etc. and covering the item used with cellophane, Mylar, foil, cracked ice, etc. to fit desired color scheme.

TO MAKE AND USE A TEMPLATE

For a more professional look, cut a template (11" square or 11" round hole in cardboard for 11" balloons) and tape it to a table or place over a box or milk crate. Pull every balloon through the hole, releasing any excess air or helium so balloon fits snugly through the hole before tying it. This will make every balloon the same size: 11". These can be made in any size you need.

AIR-FILLED BALLOONS

- Air-filled balloons will NOT float but are less expensive than helium-filled balloons and will stay inflated up to two to three weeks.
- If used for columns or arches, they will probably be packed on frames made of PVC pipe, conduit or aluminum rod which will be put into stands or hung.
- Always use air in any latex balloons less than 9" or foil balloons 14" or smaller because they are too heavy to be lifted by the small amount of helium it takes to fill them.
- Always under-inflate air-filled balloons to 90% or less of their capacity when packing them on frames. This will allow them to take a lot of abuse and will let them be packed together easier without breaking: A 5" balloon inflated to no more than 90% of its capacity would be inflated to 4.5" or less. Air-fill 11" balloons to about 10".
- Use a template to insure the same size of each balloon.

MAKING BALLOONS "FLOAT"

- Balloons will only float if helium is used.
- Latex balloons need to be at least 9" to float. We highly recommend using 11" balloons because they will last longer.
- Use a template to insure the same size of each balloon.
- Be sure to weight each end of an arch (cover bags of sand, bricks, etc. with cellophane or Mylar) and tie line

onto the weight. Balloon bouquets can be weighted in the same manner.

BALLOON RELEASES:

Schools wishing to release balloons outdoors (helium filled balloons are released during a ceremony) should be aware that Virginia law only allows a maximum of 50 balloons to be released for ANY event.

HOW MANY BALLOONS WILL WE NEED TO MAKE AN ARCH?

First, figure out how long an arch needs to be by carefully measuring the height and width the finished arch will be, then use the following formulas:

Arch is wider than it is high:
 $\text{Height} + \text{Width} = \text{approx. length.}$

Arch's height and width are about the same:
 $1.5 \text{ Height} + \text{Width} = \text{approx. length.}$

Arch is higher than it is wide:
 $2 \text{ Height} + \text{Width} = \text{approx. length.}$

Use the chart below to figure out how many balloons to buy.

BALLOON SIZES.

- * Balloons can always be sized down and you should usually do so when air-filling them. Therefore, when you want to use an 8" balloon you can either use 9" or 11" balloons and size them down. When inflating to under 5", plan to buy 5" balloons because they'll look far better than 9" or 11" sized down under 5 inches.
- * If using helium, plan to fully inflate 9", 11" and 16" balloons unless they will be used outside in direct sunshine on a hot day.
- * Smaller balloons may be used for garlands or as rope on stanchions.
- * Larger balloons will be used for arches, columns, or air-filled garland strung diagonally across ceiling.
- * The number of balloons needed per foot is dependent upon the size to which they are inflated regardless of whether you use helium or air.
- * Most quality balloons are made in 5", 9", 11", 16" and 36" sizes. Pearl and metallic balloons may only come in certain sizes depending upon the color and brand. For safety, please wear safety goggles when inflating 36" balloons.

HOW LONG WILL HELIUM BALLOONS FLOAT?

Float time will vary greatly due to many factors such as the quality of the latex, humidity, temperature, altitude, etc. Balloons typically float half as long in hot, humid weather. For maximum floating life, hand-tie balloons. Untreated 11" helium-filled balloons will last about 12-18 hours depending

upon the factors listed above. Hi-Float™ can increase float time three to five times or, for even greater longevity, use Super Hi-Float™ to increase float time five to ten times. Either product is available from most of the decorating catalogs. Follow the directions carefully to lightly coat balloon interior. Always use LESS rather than more than called for in the directions. Too much Hi-Float™ can cause balloons to droop.

- Hi-Float™ is NOT RECOMMENDED for balloon sizes under 11".
- Do NOT use in foil balloons or air-filled balloons.
- Even with this treatment, balloons will be affected by humidity, temperature, altitude, latex quality, etc.
- Balloons love cool, dry places. DO NOT put treated balloons in a plastic bag until after they have dried.

Always try to keep Hi-Float out of the neck of your balloons. It should be squirted into the BALL of the balloon ONLY and then "squished" by hand to distribute it.

TO USE THE CHART BELOW:

- First, decide on size of balloons you will purchase.
- Find that size in the left-hand column.
- Multiply the number in the second column of that same line times the number of feet long you want the garland or arch to be using four balloon clusters.
- After multiplying the number needed per foot by the number of feet to be covered, divide the answer by 4. You will probably need to add one to three balloons to make the number come out even. Using four balloons per cluster, it MUST be evenly divisible by 4.

Inflated Balloon Size	# Balloons Needed
3.0 inches	20.2 balloons per foot
3.5 inches	17.3 balloons per foot
4.0 inches	15.1 balloons per foot
4.5 inches	13.4 balloons per foot
5.0 inches	12.1 balloons per foot
5.5 inches	11.0 balloons per foot
6.0 inches	10.1 balloons per foot
6.5 inches	9.3 balloons per foot
7.0 inches	8.6 balloons per foot
7.5 inches	8.1 balloons per foot
8.0 inches	7.6 balloons per foot
8.5 inches	7.1 balloons per foot
9.0 inches	6.7 balloons per foot
9.5 inches	6.4 balloons per foot
10.0 inches	6.0 balloons per foot
10.5 inches	5.8 balloons per foot
11.0 inches	5.5 balloons per foot
11.5 inches	5.3 balloons per foot
12.0 inches	5.0 balloons per foot
12.5 inches	4.8 balloons per foot
13.0 inches	4.7 balloons per foot
13.5 inches	4.5 balloons per foot
14.0 inches	4.3 balloons per foot
14.5 inches	4.2 balloons per foot

15.0 inches	4.0 balloons per foot
15.5 inches	3.9 balloons per foot
16.0 inches	3.8 balloons per foot

- Now you can decide what colors to use. If you use two colors, you'll probably use two balloons of each color or you may be using three of one color and one of the other color. Simply take the number you got when you divided by 4 and multiply that by the number (1, 2, or 3) of balloons you want to be that color in each cluster of four balloons.

EXAMPLE:

How many balloons of each color will it take to make a 25-foot arch using three red and one black 11" latex balloons in each cluster?

- ✓ Check the chart to find out how many balloons are needed for each foot.
- ✓ Multiply 5.5 x 25 (number of feet arch is to be when finished) $5.5 \times 25 = 137.5$ balloons
- ✓ Divide 137.5 (balloons needed for entire arch) by 4 (number of balloons in cluster). Since 137.5 can obviously not be divided evenly by 4, round up to number evenly divisible by 4: $140 \div 4 = 35$ clusters.
- ✓ To use three red and one black balloon in each cluster, multiply the number of red (3) and the number of black (1) by the total clusters needed (35): $3 \times 35 = 105$ red balloons, $1 \times 35 = 35$ black balloons. Check your answer by adding the total number of both red and black together. This total should equal the total number of balloons needed ($105 \text{ red} + 35 \text{ black} = 140 \text{ total balloons}$).

HOW MUCH HELIUM WILL WE NEED?

Helium is sold by the cubic foot. Most companies carry 60-80, 110, 242, and/or 291 cubic foot tanks. To find a helium supplier (and probably the best price), look in the yellow pages under "Gas—Industrial & Medical, cylinder & bulk" or under "Welding—Equipment and Supplies." Some party stores and balloon decorating companies also rent helium tanks.

Most helium companies will ask you how many balloons you want to fill and will make a recommendation about tank size. However, they probably won't ask what size the balloons are to be which can make a HUGE difference.

To find out how much helium you will need, multiply the number of balloons you expect to use by the amount of helium each takes. For example, the 25' red and black arch in the example above will use 140 11" latex balloons so $140 \times .5 = 70$ cu. ft. of helium needed for this arch. Add this amount to any other helium-filled balloons you will be using to find the total amount of helium you will need. ALSO, when figuring amounts, assume you will only get 85% of the amount in the tank which will allow for any under filling of the tank (which happens many times) and poppage or waste by your inflation team.

Use the following chart to figure how much helium you will need to purchase and how long your balloons will float.

HELIUM AND FLOAT TIME CHART

Balloon Size	Cu. Ft. Helium	Avg. Float Time
9" Latex	.25	6-8 hrs.
11" Latex	.5	12-18 hrs.
16" Latex	1.3	30+ hrs.
36" inflated to 30"	8.0	2-4 days
36" inflated to 36"	15.0	3-5 days
18" Foil	.5	1 week
26" Foil	.75	1-2 weeks
36" Foil	4.0	2+ weeks

CAN WE LIGHT BALLOON ARCHES AND COLUMNS?

Yes! Use strings of UL-listed miniature Christmas lights to add color and sparkle to your balloon creations as well as add light and sparkle to your room. Simply pack your spiral arch or columns (do not use on single/pearl arches) and then gently push a string of lights into the center of the packed balloons. The heat from the lights will not break the balloons. Be sure you have a ready electrical source or that any extension cord used will be firmly taped against the floor so guests will not trip on it.

SINGLE, "PEARL" or "STRING OF PEARLS" ARCH



- Tie monofilament line between two chairs spaced the length needed leaving approximately 4' extra on each end to tie into position when completed. Position as close to helium tank as possible.
- Use a template to inflate and size each and every balloon but do not knot immediately.
- Knot each balloon directly around monofilament line.
- After each balloon is tied onto line, use a ruler to measure space between new balloon and one just before it to assure all will be the same distance apart. Try putting the first two balloons on the line and spacing them the way you like them, measure the distance between those two knots and make the rest the same.
- Move line so balloon moves away from you.
- When finished, add curly ribbons to disguise knots.

- Tie each end of arch to a weight or tie directly onto table or between columns, etc.

SPIRAL HELIUM ARCH

_ Tie a 50 lb. monofilament line between two chairs spaced the distance needed for the arch. Always add at least 24" on each end to tie the arch down.

_ Inflate and size two balloons. Tie them together. Do NOT tie knots individually.

_ Inflate and size two more balloons and tie them together.

_ Form an "X" with two sets of balloons by crossing one set over the other set. Twist one balloon around the one next to it to make a cluster of four balloons, being sure to put colors in the order you want them. If not in the color order you want, twist again until they are.

_ Lay cluster flat like a four-leaf clover.

_ Place cluster over line so line is between any two of the balloons. Bring one of the balloons closest to line around line to hold cluster in place and push entire cluster against preceding cluster to tighten.

_ Continue inflating and packing clusters onto line giving each cluster a quarter turn in the same direction to make arch "spiral" or "swirl." Take care in placing them on line so the colors are in the proper order. Keep each cluster tight against the previous one.

_ After final cluster has been put on line, untie line from one chair and wrap it around two or more of the balloons in the last cluster to firmly secure arch. Do the same at other end of arch.

_ If balloons are helium filled, attach each end to a weight (cellophane or Mylar wrapped around: brick, 11" balloon filled with sand, plastic bag filled with sand, etc.). If balloons are air filled, arch will need to be mounted on a frame.

_ It takes approximately 140 balloons to build an arch to go over a double doorway. Use up to four different colors to create the "swirl."



Spiral Arch

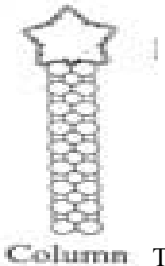
Check the float times and don't make your arch too early or it may be on the floor before the celebration is over.

AIR-FILLED ARCH

To make an air-filled spiral arch, you'll need a frame. An inexpensive serviceable frame can be made. It is extremely important that the base be heavy enough to be stable. Here's an inexpensive way to make one:

- _ Line each of two approximately 4" high by 12" wide by 15" long cardboard boxes with a (white) plastic trash bag.

- Center a 1" Schedule 40 threaded Tee (PVC available in plumbing department of local home improvement store) into center of each box.
- Mix and pour concrete into plastic lined box and around outside of Tee, being careful not to get concrete inside Tee.
- Let concrete set up. Tee should be sitting straight up in center of box.
- When set, screw one 1" male adapter into each Tee.
- Using PVC cement, cement a 1/2" to 1" adapter (this is not an either/or piece; the piece adapts a 1/2" pipe to fit a 1" coupler) to one end of a 10' piece of 1/2" PVC (Schedule 40) pipe. Cement another adapter to the end of another 10' pipe.
- Cement or securely duct tape a 1/2" straight connector between the two pieces of 10' pipe.
- Securely duct tape the 1" male ends of the pipe into the 1" male adapters screwed into the cemented Tees.
- Finished frame will be about 20' long and will easily fit over a 7' double door.
- Move bases closer together to make it taller and narrower; move them further apart to make it shorter and wider. Remember, it will only go so far.
- Wrap air-filled balloons directly onto the frame.
- Using balloons sized to 10", it takes approximately 120 balloons or 30 clusters of 4.
- Cover base to disguise concrete.



BALLOON COLUMN

- Make column with air-filled balloons. Inflate, size and tie as for spiral arch. Pack onto PVC or conduit that has been screwed into a base (see below), giving quarter turn as for spiral arch. Tie a larger balloon on top (can be air-filled).

MAKING BASES FOR COLUMNS

It's important that the base be wide enough to make the base stable. These can be formed out of pieces of 1/2" PVC pipe and connectors which should all be cemented together using PVC cement OR make wooden bases:

Supplies:

- 16" x 16" piece of plywood or particle board
- One 1/2" non-galvanized flange (from plumbing department of hardware store—where PVC pipe is located)
- Four 3/4" #10 flat head wood screws

ASSEMBLING

- Find and mark center of wood square.
- Center flange and attach to wood with 4 screws.
- Cover base with mylar to match color of balloons.
- Screw 1/2" PVC (with male adapter cemented on) or 1/2" EMT conduit (with male adapter tightly fitted) into flange on base.
- Pack with balloons.

"BOUQUETS" or ARRANGEMENTS OF BALLOONS
Fill with helium and place in bouquets tied to foil or Mylar wrapped weights. If using 11" balloons, use a minimum of

11 balloons on three-yard lengths of ribbon and stagger balloons to make tall thin bouquets. Leave approximately 10" of ribbon at the balloon neck and gently curl. Tie bouquet onto the weight, curl excess ribbon.

To make shorter bouquets, decrease length of ribbon. You may also wish to decrease the number of balloons.

For taller or fuller bouquets, increase the number of balloons and increase the length of ribbon.

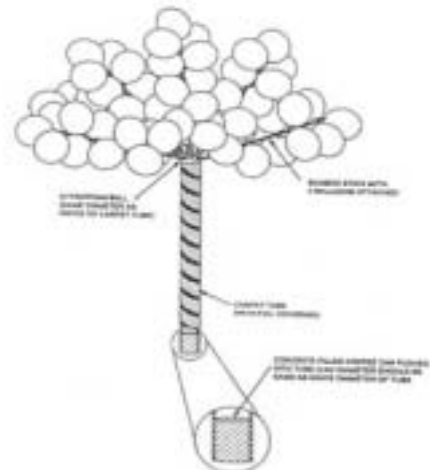
FANTASY BALLOON TREES: easy and inexpensive.

Supplies:

- 1 carpet tube or 4" x 6' mailing tube or pvc tube with base, concrete mix
- 1 Styrofoam ball or square of green floral foam same diameter as tube
- 12 18" bamboo balloon sticks
- 48 balloons
- 18" wide aluminum foil

ASSEMBLING

- Make base: fill can with concrete and let harden.
- Cut piece of aluminum foil slightly longer than tube. Tape foil on tube from top to bottom. Wrap foil around tube and secure entire length with double-sided tape.
- Cover Styrofoam ball with foil; push into top of tube with half of ball protruding from top of tube.
- Push concrete-filled can inside carpet tube. Tube will now stand alone but if using on carpet, set on piece of wood or other smooth surface.
- Inflate 48 air-filled balloons and knot individually.
- Attach four balloons near one end of each balloon stick by forcing stick through loose end of balloon below knot.
- Poke balloon filled sticks into Styrofoam starting on center top of ball and working out and down in circular pattern.



Variation:

Use long skinny balloons for a different "tree" effect.

SUSPEND AIR FILLED BALLOONS in a balloon net above dance area to be released at end of celebration (perhaps with paper money and/or coupons inside some of them).

RETRIEVE BALLOONS LOST ON CEILING, retrieve them by floating one helium balloon with a piece of duct tape formed into a loop with sticky side out attached to the center top of the balloon and tied to a long piece of ribbon or to ribbon still on ribbon spool. Simply "fish" for the stray balloon and pull it down. (Stray latex balloons are usually not salvageable, but foil ones should be, although color may be pulled off where it touches the duct tape.)

SUGGESTED DECORATIONS CHRONOLOGY

AS EARLY AS POSSIBLE

- _ Decide on theme.
- _ Brainstorm for ideas to use theme in EVERY area of celebration.

ABOUT SIX MONTHS BEFORE

- _ Check with local fire marshal for decorating restrictions and determine if an inspection will be required.
- _ Check with celebration facility personnel for decorating restrictions.
- _ Meet with other chairpersons, particularly Activity Area chairpersons to determine needs and desires of their committee to be sure each area will fit into theme. Determine what decorations will be done by decorations committee and what will be done by other committees.
- _ Make decisions on actual decorations to be used in every area.
- _ Assemble committee of persons to make and/or build decorative items.
- _ Make list of items needed, where they can be found, prices, etc.
- _ Discuss budget needs with treasurer and celebration chairperson.
- _ Begin placing orders and/or discuss needs with donations committee.
- _ Make and distribute map of celebration facility with each activity blocked into space they will use.

ABOUT THREE MONTHS BEFORE

- _ Make decorations.
- _ Check with other chairpersons to reconfirm plans.
- _ Check with local florists and other businesses or groups who may be able to loan decorative equipment or items.

ABOUT TWO MONTHS BEFORE

- _ Continue to work on decorations coordinating with any chairpersons necessary.
- _ Work with celebration chairperson to confirm all equipment needs with celebration facility (tables,

chairs, stages, public address systems, etc.). Give the facility director a drawing showing where every item the facility is furnishing is to be placed.

- _ Update facility map adding emergency evacuation route. Be sure security committee has a copy.
- _ Make arrangements for equipment (electric balloon inflator, helium tank, etc.) to inflate balloons.
- _ Meet with clean-up committee to set up marking system so they will know what to put in storage, give away, trash, or return to lenders.

ABOUT ONE MONTH BEFORE

- _ Reconfirm any outstanding orders and make arrangements for their delivery.
- _ Reconfirm any equipment that will be borrowed (florists, etc.)
- _ Recruit extra volunteers to put up decorations day of celebration.
- _ Arrange for transportation of all decorations to celebration facility.

TWO WEEKS BEFORE

- _ Finish up any decorations not already completed.

WEEK OF CELEBRATION

- _ Pick up all decorations equipment as soon as possible.
- _ Reconfirm volunteers will be present to help decorate.

DAY OF CELEBRATION

- _ It's finally time to DECORATE!
- _ Coordinate the set up of all areas.

AT THE CELEBRATION

- _ Arrive early to put any last minute touches on decorations.
- _ Have a good time and enjoy the celebration!

AFTER THE CELEBRATION

- _ Be sure clean-up committee is aware of equipment that is to be returned—borrowed or rented items— or stored for following year.