

2012 Graduation Celebration Committee Information

Co-Chair: General coordinator; organize and conduct general meetings; oversee and direct individual committees; project plan and action items.

Esther Miller aeemiller@yahoo.com

Amy Card acard5@integra.net

Secretary: Coordinate the committee email distribution lists; coordinates and reserves the school and facilities; maintain master information binder for next year's secretary; maintains participant roster, vendor, donator and other contact lists; prepares meeting minutes.

Tracy Calderon tcalderon@wayzpartners.com

Treasurer: Collects and deposits monies from students and donations into bank account; expense reimbursement forms to committee chairs; maintaining bank account; monitoring budgets for each committee; paying expenses to vendors; prepare a beginning of the year budget plan.

Jean Benson jeanbenson@integra.net

Decorating: Planning, designing and decorating school facilities in accordance to the lock in theme; submit timeline plan for decorating to the Chair and Co-Chair; work with volunteer committee to create a decorating team.

Mickey Choudek mchoudek@aol.com

Lisa Lair llair1@integra.net

Entertainment: To research, contract and execute a variety of fun, interactive, safe and engaging activities during the graduation celebration; tear down of the evening's entertainment, placing reusable items back in storage.

Gretchen Anderson gretchenga58@yahoo.com

Julie Warner plwarners@mchsi.com

Food: Solicit, pick up, prepare and serve the evening refreshments, food line and buffet, clean up at the end of event.

Lori Anderson lori@savagechamber.com

Fund Raising: To solicit funds and donations; maintain label list file of all contributors to be used for letters of thanks; follow up phone calls for donations and prizes;

Jane Jolitz jjolitz@priorlake-savage.k12.mn.us

Gifts and Prizes: To solicit, purchase and distribute the universal gifts as well as grand prizes awarded throughout the evening; determine the budget for each student depending on participation; transport, label and distribute gifts the evening of the event.

Josenda Lytle jlytle@priorlake-savage.k12.mn.us

Photography: Coordinate and distribute evening video/pictures to participating graduates; coordinate evening digital pictures to be shown during evening;

Bette Block bette.block@mchsi.com

Public Relations: Announcements to Students through posters and school announcements; High School newsletter and Senior Grad Website; maintain consistency with committee chairs for any mailings, letters and newspaper notices; newspaper and other notices

Lisa Maldonado lisamaldo@hotmail.com

Registration: Manage the party registration process including producing forms, collecting payments and registration forms, delivering payments to treasurer and managing the registration process the evening of the event.

Kellie Johnson Kellie-johnson@hotmail.com

Jill Christian jill.christian@emerson.com

Robin Hille robinhille76@gmail.com

Security: Assure a fun and safe event by securing the entrances and exits of the facility; monitor the exterior and parking areas of the facility; patrol event; provide assistance with first aid; contact authorities when needed; work with volunteer committee to create a security team.

Steve LaFrance lafrance_ms@yahoo.com

Volunteer Coordinator: Coordinate the volunteers for the various committees the evening of the event; prepare, distribute and facilitate the evening schedule; recruit under-classman parents for help

Tammie Hanson seniorlockin2012@hotmail.com

Jo Gabbard seniorlockin2012@hotmail.com