

Prom Meeting 4/5/22

Officers in Attendance: Mackenzie, Gracie, Dillan

Start Time: 12:20pm

End Time: 12:30pm

1. Ticket Sales: April 11th - 15th

- Need Eligibility List - **4-11-22**
- Mayfield on Eligibility and Checklist for students who bought a ticket
 - **Check with Devina for receipts**
 - **Check with Morty for Clearance Cards**
- Gracie on Seniors Sheet
- Dillan on Juniors Sheet
- Mackenzie Underclassmen and Dates Sheets
- April on Cash Box

2. Cash Box from Devina

3. Google Sheet

- Seniors
- Juniors
- Underclassmen
- Everyone and date

4. Poster for Ticket Sales

5. Announcement form

- Read all week
- Add that credit card can be used with Devina **ONLY** before or after school **ONLY**

6. Guest Pass Date Extended

- Ask Ramirez for Monday or Friday of ticket sales

7. Potential Tent for Rain

8. DJ was paid

9. Dance Procedure Form - Mayfield

10. Chaperones are taken care of

President Signature _____

Admin Assistant Signature _____

Advisor Signature _____