

Upper School Dance (September 27, 2013)

1. Schedule

Location: Campus Center

3:00pm ~ 5:30pm ASB & SOCO Set Up

5:30pm ~ 8:00pm DJ Set Up (DJ stays at the campus center the whole time)

8:00pm ~ 11:00pm Upper School Dance

11:00pm ~ 11:30pm Clean Up

Therefore, ASB needs to reserve the campus center from *3:00pm to 11:30pm*.

2. Maintenance Department

It would be awesome if the maintenance department could ...

- Clear out the chairs and tables at the campus center by 3:00pm
- Move down 4 dance platforms to the campus center + 12" x 8" legs
- Have 4 rectangular tables (6') & 2 circular tables (3') & 2 smaller tables ready for use
- Have the floor stands, poles, and box of black curtains ready for pickup by ASB and SOCO
- Have the room next to the salad bar unlocked, as it has ladders and long hooks inside closet
- Have 4 floor mats and 1 more recycle bin at the campus center, as we will have slushies for students. We will try our best to not make the floor dirty and sticky. + Rags

3. Technology Department

It would be awesome if the technology department could...

- Have the campus center main projector ready to be used for the dance (Planning to show videos during the dance) *Played from ^{Student} Laptop (Rajniel)*
- Have the alumni room projector ready to be used (Planning to have Wii and Nintendo 64 games during the dance)
- Help us test out the video and games after school around 3:30pm

Therefore, we need to reserve the campus center projector and the alumni room from **3:00pm to 11:00pm.**

4. E.T.C

- ASB will borrow 6 couches at the student center for the dance. We will bring it back in place during clean up
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