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All-Night Party Event Organizer

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Section I. Getting Started



Message from the Executive Director

Dear SADD Members and Advisors:

Students across the country mark their accomplishments and achievements through celebrations and reflect on the past year before they move on to new and exciting adventures.

Students, parents, and communities nationwide are joining forces to provide all-night, substance-free parties as a safe alternative for all students. This kind of event ensures that everyone has a chance to party together and that no one is left out. Partygoers won't have to make a decision to drink or not to drink; there's no choice to make!

Congratulations on working together to provide a safe and memorable event for your school and community.

Sincerely,

Penny Wells
Executive Director

Message from SADD's Student of the Year

Dear SADD Chapters:

Like most of you, I look forward to the big parties and events of the school year. The memories made at these parties will be with us for years to come. It's important that these events be remembered for the right reasons rather than because they were marked by tragedy. As SADD's Student of the Year, I urge you and your friends to have a safe and memorable school year.

Don't think you can't make a difference! Take the lead in organizing an all-night, substance-free party for the student body or community. For some of you this may require putting a new twist on some tried and true activities while for others it may include starting from square one and building community coalitions and relationships. No matter the size of your event, it will be a success because you ensured the safety of your friends and fellow students.

I hope that you will join me in working to make sure that students across the country are safe and sober as they party!

Sincerely,

Ashley Connors
SADD Student of the Year

Getting Started

Getting Started

Congratulations! You're taking the first step toward making a difference in your school community. By taking on the responsibility of planning a substance-free event for your school community, you are helping to ensure the safety of your friends and school-mates. Now it's time to get started!

The very first thing you need to do is establish the purpose of your event. This important step will help you to sell the idea of your party to students, parents, teachers, volunteers, and the community at large. The purpose of your party is simple:

To provide a safe, all-night, substance-free celebration for all students.

Everyone benefits from an event like this.

STUDENTS benefit because:

- No one has to make a decision about drinking, using other drugs, or driving impaired.
- The cost of the event is minimal.
- Every student will have someplace to go.
- No one needs to bring a date.
- Friends can share in a special evening together.

PARENTS benefit because:

- They know their teens won't be using alcohol and other drugs.
- They know their teens won't be riding with an impaired driver.
- They know their teens will be chaperoned.

THE COMMUNITY benefits because:

- Community members can join together in working toward a common goal: providing a safe event for its youth.
- Local law enforcement need not worry about young drivers violating curfew laws, consuming substances illegally, driving under the influence of alcohol or other drugs, or wandering the neighborhood streets late at night.

At first, organizing a party like this may seem like an overwhelming task. Don't stress! There are lots of people who will be happy to help once you get the word out. This SADD Event Planner has all the tools to help you make your party a huge success. Just follow the steps listed and you'll be on your way to planning a legendary event for your school.



What You Need to Do

1. Get permission to host this event from your school administration. You may be surprised by what supplies and resources your school is willing to offer in return for the safety of its students!
 2. Choose your committee members and delegate the responsibilities listed in the committee section. Check in with people frequently to monitor their progress and help with any problems they might encounter.
 3. Communicate with your volunteers and committee members regularly once they have agreed to help to ensure that they are informed and appreciated.
 4. Remember to inform your local fire and law enforcement departments. They will appreciate knowing your plans and will help you to make an emergency action plan—just in case.
 5. Make sure that every student in your school knows about the party! Put up posters, make announcements, perform skits at assemblies, send out e-mails, make phone calls, offer incentives for ticket sales by grade ... do whatever you need to do to make sure that you have a huge turnout.
 6. Remember to inform parents about the evening. Many of them may be willing to help you plan or pull off the big event. It will also be important that all parents agree not to hold their own parties where they may have difficulty keeping the party substance-free.
- ... And once everything's set up and ready to go, relax and have fun!



Advice for SADD Chapter Advisors

How to Help Your Chapter Host a Great Party

Though many SADD advisors are seasoned veterans, you are now faced with the daunting task of organizing, recruiting, and retaining students to organize an all-night party for your entire school. Whether you're a seasoned pro or the new kid on the block, here are some quick tips to help you advise your SADD chapter in what's left of your already precious time.

1. Being a member of SADD presents both formal and informal learning opportunities for students. The best thing is that it gives you—the advisor—the chance to get to know students outside of the classroom. Almost every teacher has worked with students who may struggle in the classroom but have proven themselves indispensable school leaders in other settings. A chance to organize an event like this gives students the opportunity to shine that they otherwise might not have in the classroom. It is vital that you support these efforts.
2. Planning an event of this magnitude can be overwhelming even for the most successful SADD chapters. It is critical that you make time to meet with the chapter regularly and with the subcommittees if necessary. This frequent interaction will show the students that you want to be involved and are willing to help support their efforts.
3. Reward the chapter's successes and help the members process any difficulties they may encounter.
4. Connect students with community members who may be able to help them plan and pull off their party.
5. Although this all-night party is intended to meet one very important goal—providing a safe, substance-free activity—it is equally important to remain focused on the mission of SADD and the steps your chapter is taking to fulfill that mission.

Your input and support are critical to the success of this and other SADD events. If you need assistance, please do not hesitate to contact the SADD National office at 877-SADD-INC.



Best Practices

for a Substance-Free Party

1. *Start planning your event early.*

To ensure that the event will be a success, your chapter and your committees must work together and delegate responsibilities effectively. It is virtually impossible to throw an event like this together at the last minute, so be sure to start enlisting volunteers, chaperones, and sponsors early. Also, you will want to make sure that the school community knows about the event in advance to ensure getting a high turnout.

2. *Develop strong community relations.*

Your event presents a great opportunity to further or to develop your school's relations with the community at large. While you may have some sponsors whom you know you can count on, try to foster new partnerships that may have a long-term impact on your community.

3. *Build upon the work your chapter has already done with the community.*

If your school has community service programs, mentoring programs, or any relationship with local organizations or businesses, this is the time to put those partnerships to work for you! Be sure to contact everyone who has helped your school or your chapter in the past and present them with this great opportunity to collaborate once again.

4. *Represent and respect the diversity of your community.*

Be sure that the themes, activities, and foods you choose for your event reflect and respect the cultural differences in your community. Also, be certain that your event is handicapped-accessible.

5. *Highlight the spirit and enthusiasm of youth in your community.*

This party is planned by, hosted by, and geared toward the teens in your school. This is a great opportunity to show your community the positive results that come from teens working together to help other teens. There's no question that adults in your community will take notice of this sort of event; if it is successful, they will surely encourage you to plan similar events in the future.

6. *Allow the planning process to foster and expand schoolwide relationships.*

Planning for this event is a great chance for the different groups in your school to work together. Welcome assistance and input from these other groups when planning your event; the more people you have involved, the more exciting ideas you will generate and the more likely you will be to have a diverse turnout.

A black and white photograph of a woman with dark, wavy hair, wearing a light-colored, short-sleeved button-down shirt. She is holding an open book in front of her face, reading. The background is white with falling streamers and confetti. The text is overlaid on the lower part of the image.

Section II. **Top Tips**
How to
Get Things Done

Top 10 Tips for Success

1. Make sure that you give each committee specific responsibilities to avoid having multiple groups working on the same thing.
2. Decide on your location and theme as early as possible.
3. Establish guidelines for chaperones and students ahead of time. Don't wait until something happens to decide how to respond.
4. Communicate with your volunteers and sponsors regularly. Make sure that they know what's expected of them in advance.
5. Inform your local law enforcement and fire departments about your event.
6. Begin setting up the party early in the day so that you can go home and rest; after all, you're going to be up partying all night!
7. Have a separate refreshment area for volunteers. They'll need a break and a chance to relax during the festivities.
8. Be sure to supply a basic first aid kit in a central location.
9. Obtain all of your cleanup supplies ahead of time and store them in one location for easy access after the party's over. Make sure the cleanup crew knows what's expected of them and be sure that they are supervised.
10. Write thank you notes to your sponsors, donors and volunteers. They'll be much more inclined to help you in the future if they know they are appreciated.



Top 10 Tips for Effective Committees

1. Establish a regular meeting time.
2. Get everyone's name, e-mail address, phone number, and homeroom so you can easily get in touch with them. Make sure that everyone involved has a copy of this list.
3. Include a parent or faculty representative on each committee. They might have some good strategies or some business connections that will help you.
4. If individual committees meet, be sure they report back to the chairman or secretary about any plans they make to ensure that efforts are not duplicated.
5. If you need something from the school, let the chairman or SADD president ask. Your school's administration will be much easier to work with if they are not bombarded by lots of people asking for different things. If the chairman presents the principal with a list of needs, your chapter is much more likely to get what it wants.
6. Always have a meeting agenda. If you don't, you are more likely to waste time.
7. Don't worry if your chapter is small! Individuals can act as "committees" or you can have small groups assume the responsibilities of several committees as outlined in the checklists.
8. Make your meetings fun! The more organized and engaging a meeting is the more people will want to do what's asked of them! Consider supplying snacks or taking a "game break" midway through each meeting.
9. Be sure that your committees work within any established budgetary constraints.
10. Once the party is over and you've had a chance to rest, have each committee prepare a list of suggestions for next year's committee. Be sure to keep a list of any sponsors, volunteers or donors who were particularly helpful.

Top 10 Tips for Students Working with Adults

1. Set clear expectations about what the role of adults is to be. Do you want them to act as advisors? Do you want them to take a lead role in organizing the event? Do you simply want their support?
2. Respect the adults as you want to be respected.
3. Communicate to them how you expect to be treated.
4. Put the adults to work! They want to feel useful and to offer their suggestions and resources.
5. Ask specifically for what you want from them.
6. Use their expertise, contacts, knowledge, and experiences to your benefit.
7. Keep the adults informed. They will be able to help you more effectively if they know what you need to accomplish and how you are planning to accomplish it.
8. Remember that it's fine to disagree as long as it's done tactfully.
9. Your school's administration is very likely to listen to parents. If you encounter any difficulties, ask the parents involved in planning the event to communicate your concerns to the school administration.
10. Thank them repeatedly for their efforts. Provide snacks and a special volunteer room for them at your party, hold a special breakfast in their honor or present them with thank you gifts prior to the start of the event.

Top 10 Tips for Adults Working with Students

1. Remember that the students organizing this event are highly motivated and organized teens who are truly trying to have a positive effect on their community.
2. High school students are very capable of making good decisions and demonstrating good judgment.
3. Help the teens learn from difficult situations they encounter in planning this event.
4. Offer insights and suggestions but remember that this party is for the students and that it should reflect their interests.
5. Give the students freedom in planning the event.
6. Welcome the opportunity to work on committees with students; you have a great deal to learn from one another.
7. Hold the students accountable for their responsibilities and commitments and help them to reach their goals.
8. Remember that these students represent the diversity within your community.
9. Be there to support, encourage, and guide students through the planning process.
10. Remember that teens are the best experts on how to reach their peers.

Tips for Working with Your Principal

Once the Steering Committee has made an appointment with the school principal, follow this important advice to help ensure that your principal agrees to let you hold your party on school property if that's where you'd like it to be. Regardless of the party's location, support of the school administration will be critical.

- Have an agenda set ahead of time. If possible, get a copy to your principal the day before your meeting so he or she has time to review it. You may even want to list the main pros and cons on the page as well. Try to see things from the administration's point of view. Be ready to offer practical solutions for potential problems.
- Ask your SADD chapter advisor for advice on how to address your principal. You might want to ask your advisor to attend the meeting with you so that your principal knows your chapter has faculty support.
- Limit the number of students present or speaking in the meeting to one or two to avoid overwhelming your principal.

What kinds of things will your principal want to know? Here are some key talking points to help guide your meeting.

- Peer-led activities are a proven prevention strategy. Students are more likely to attend if the event is organized by their peers than if it is organized by the school or by parents.
- You plan to communicate with parents regularly and to solicit their input and assistance in planning your event.
- You will publicize ahead of time consequences for anyone who arrives under the influence of alcohol or other drugs. This action plan will be uniformly enforced at the event.
- This event will help to foster a communitywide effort to provide a safe and substance-free activity for your party attendees. It provides an opportunity for students, parents, school administrators, local businesses, law enforcement, and media to work collaboratively.

Use the following sample agenda to help organize your thoughts for the meeting.



Sample Agenda

Meeting with Your Principal

I. All-Night Party

- A. Focus, Goals and Objectives
- B. Reasons this event is necessary

II. Organization

- A. Student Involvement
- B. Parent Involvement
- C. Faculty/Administration Involvement

III. Pros and Cons of Holding the Event and Possible Solutions *(See chart below.)*

PROS	CONS	POSSIBLE SOLUTIONS
Students will be safe and substance-free.	The substance-free party concept may be difficult to sell to students.	Create incentives for homeroom with most in attendance. Involve cross section of student body in planning.
Event will foster communitywide collaboration to ensure safety of youth.	Some local organizations may be unwilling to participate.	Offer opportunities for publicity through local media. Offer SADD members as "servants" for the day to help local businesses (e.g. stocking shelves at a grocery store, washing windows, etc.).
Peer-led activities are the most successful.	The students who will want to attend naturally gravitate to this sort of activity; how will we recruit others successfully?	Communicate with parents to encourage family discussion of event's plans and rules for students on that night. Ask parents and other groups not to host competing parties.
Event will create an opportunity for parent-school collaboration.	It may be difficult to involve parents mostly due to: <ul style="list-style-type: none"> • Time commitments • Baby-sitter shortage 	Volunteer committee will communicate with parents regularly; perhaps offer child care during meetings and at party set up, involve parents who have previous engagements on the party night to help plan the event, or ask for parent volunteers to run a child care room during the early hours of the event.
The party will provide an opportunity for possible media attention for the school and community.	There will be many different coverage-worthy events or breaking news.	Spread the message to ALL local media and explain how we're treating this party differently.
The event will reinforce school's drug and alcohol policy.	Some students may try to bring alcohol and other drugs anyway or to consume them prior to arrival.	Establish and publicize consequences ahead of time; follow through if necessary.
The event will present possible future funding and sponsorship from local merchants.	Some local merchants may be unwilling to sponsor this event because they are solicited by many other schools and groups.	Ask for school and parent involvement in recruiting donors and sponsors who have given in the past.

Tips for Working with Your Local Law Enforcement Agency and Fire Department

When planning your all-night, substance-free party, you will want the support of your local law enforcement agency. Here are some tips on communicating with law enforcement officers and local fire departments in your area. You might want to call ahead to find out what other specific information the police and fire departments in your area need from you.

What will they want to know?

- Party location
- Party hours
- Party guidelines
- Number of people expected to attend
- Number of chaperones

What should you provide for them?

- Emergency action plan including details on how you will respond if students arrive under the influence or with alcohol or other drugs
- Contact person and phone numbers in case of emergency (1 adult and 1 student)
- Written permission from your principal

What should you ask of them?

- To patrol the area and parking lots at the beginning and end of your event as well as several times throughout the evening
- To have a law enforcement and fire department contact person for the evening whom you can reach by phone
- Fire regulations

Other helpful tips

- Include law enforcement in planning your event, especially if there is a school resource officer present in your school. Sometimes law enforcement agencies have reserves who can act as security or chaperones at events like this.
- Invite the officers and firemen who will be patrolling your event to come inside and have a snack while they double-check event security.
- Give them a cell phone number of one of the chaperones whom they can contact in the event of an emergency.



Party Theme Ideas

Hosting an event that is creative, fun and unique can be a challenge. After all, how many luaus can students attend before they get totally bored? Here are some imaginative ideas for innovative and exciting party themes that have proven successful for SADD chapters in the past.

- 1960s Revisited
- 1970s Revisited
- 1980s Revisited
- *Willy Wonka and the Chocolate Factory*
- *The Wizard of Oz*
- Super Heroes
- Around the World
- Olympics
- Time Machine
- *Alice in Wonderland*
- Pirates' Cove (complete with treasure hunt!)
- Kindergarten (be sure to include milk & cookies and your favorite musical sing-a-longs)
- Survivor
- Fiesta
- Casino Night
- Mardi Gras
- Late Night at Your High School (stupid human tricks and all!)
- Safari
- Archaeological Dig in Ancient Greece, Egypt and/or Rome
- Circus
- Pajama Party
- Monopoly (every partygoer passes go and collects \$200 in funny money to spend on food and games at the event)
- Clue (an old fashioned whodunit!)
- Techno, Heck no!
- Masquerade Ball
- Sports Mania
- Wild Wild West
- Outback Adventure
- Rock and Roll Hall of Fame
- The Game of Life (include mock weddings and graduations on a large scale)
- Dr. Seuss
 - *Oh, The Places You'll Go*
 - *Green Eggs and Ham*
 - *The Cat in the Hat*
 - *How the Grinch Stole Christmas*
 - *The Sneetches*
 - *The Lorax*
 - *Horton Hears a Who*
 - *One Fish Two Fish Red Fish Blue Fish*
- Disney
 - *Jungle Book*
 - *Winnie the Pooh*
 - *A Bug's Life*
 - *Toy Story*
 - *101 Dalmations*
 - *Monsters Inc.*
 - *Fantasia*
 - *Little Mermaid*
 - *The Lion King*
 - *Snow White, Cinderella, Aladdin, Pocahontas*





Section III. **Committee**
Descriptions &
Responsibilities

Steering Committee

Purpose: To have one or more persons responsible for making the party happen!

You may want several people on this committee to divide up the responsibilities.

A. Chair/Co-Chair

- Ultimately responsible for the entire party
- Requires large time commitment
- Requires ability to delegate responsibility
- Requires ability to conduct meetings effectively
- Responsible for supervision and coordination of party preparations and wrap-up of activities
- Major responsibilities include the following:
 1. Choosing the party theme
 2. Setting party guidelines
 3. Soliciting donations and sponsors
 4. Locating facility for the event
 5. Approving a budget
 6. Ensuring the safety of all partygoers

B. Treasurer

- Must handle money
- Must prepare a budget estimate
- Must maintain accurate billing records

C. Secretary

- Must take notes at all meetings so that information can be reviewed by this year's committee and passed on to next year's committee
- Handles and keeps a record of all correspondence



Steering Committee Responsibilities

TASK	PERSONS ASSIGNED/ COMMITTEE COORDINATION	DATE DUE	DATE COMPLETED
Organize committees			
Meet with school administration			
Meet with class representatives			
Locate party facility			
Determine party theme			
Determine activities based on theme	Activity Committee		
Set party guidelines			
Send letter to parents explaining party concept and asking for donations and volunteers	Volunteer Committee		
Obtain needs lists from committees			
Supervise donation solicitation and volunteer recruitment	Volunteer Committee		
Prepare and oversee budget estimate	Treasurer		
Open checking account	Treasurer		
Supervise event publicity	Publicity Committee		
Obtain layout of party facility			
Oversee pickup of supplies and donations	Donation Committee		
Oversee delivery of supplies	Donation Committee		
Supervise return of borrowed supplies	Donation Committee		
Supervise donation of leftover food	Food Committee		
Supervise lost and found	Cleanup Committee		
Mail thank you letters to volunteers, donors, etc.	Secretary and all Committees		
Submit completed budget report to school if necessary; keep record for next year's committee	Treasurer		
Send pictures and media reports to SADD National			

Activity

Committee

Purpose: *To entertain all partygoers and to enhance the party theme*

All parties should have several activities that take place during the event; the more activities planned, the better. Students will be less inclined to leave the event if it is exciting and entertaining.

Be sure to find the right people to run your activities. The wrong person can make an activity flop while the right one can make it the highlight of the evening!

Try to keep activities inexpensive and uncomplicated. Offer prizes when possible and be sure to have enough supplies so the activity can go on all night!

Here are a few ideas to get you started thinking about the kinds of activities you can have at your event.

1. **Casino Games**

- Roulette
- Blackjack
- Horse Races
- Wheel-of-Fortune
- Poker

Some local party supply companies might have roulette wheels and poker supplies that you can rent, but you can just as easily make the supplies you need. For example, use old bed sheets to create poker and roulette betting tables. Consider using a variety of windup toys that students can bet on and race.

2. **Audio and Video Recording Studios**

Don't reject this idea because it seems expensive! This can be done with a regular video camera and tape recorder. Blank tapes are very inexpensive when you buy them in bulk.

3. **Candid Photos**

Have a volunteer take photos of everyone with the school mascot or in a cutout prop. Use a Polaroid for instant pictures or a digital camera to put them online and allow partygoers to download them after the party's over.

4. **Athletic Activities**

- Ping-pong
- Volleyball
- Basketball
- Swimming

Be sure to talk to the athletic department at your school. They may want you to use specific equipment and avoid things such as balance beams. If your school is willing to let you use its pool, you must ensure that you have a certified lifeguard on duty.

5. **Time Capsule**

Have students bring or make something small to put in a time capsule that can be opened at the following year's event or at class reunions. Ask students to predict their futures! Save the completed time capsule for your class reunion. Be sure to include plenty of pictures from the big night.

Activity

Committee, continued

6. *Game Show*

- Jeopardy
- Tic Tac Dough
- Win, Lose or Draw
- Dating Game
- Who Wants to be a Millionaire

These activities require minimum supplies: an energetic host, markers, and some posterboard. Your Activity Committee can draft the questions or try using the Internet to search for questions and answers.

7. *Carnival Games*

Bean Bag Toss

Equipment: 6 soda cans filled with beans or rice, 3 bean bags

Setup: Place soda cans in an upright pyramid on top of a table. Mark distance 12 feet from the cans.

Object: Knock over the cans by throwing the bean bag.

Duck Pond

Equipment: 12 weighted plastic ducks, baby wading pool filled with water

Setup: Using an indelible marker, write a number on the bottom of each duck. Float the ducks in the water.

Object: Students pick up ducks and receive prize corresponding to the number on the bottom of the duck.

Grand Prix

Equipment: 2 battery-powered, remote-controlled cars; small plastic cones

Setup: Set up traffic cones for cars and race them through the cones.

Object: Cross the finish line first.

Ping-Pong Toss

Equipment: 12 fish bowls, water, ping-pong balls, plastic fish

Setup: Fill fish bowls with water and use plastic fish.

Object: Toss ping-pong ball into bowls from 12 feet away.

Ring the Bottle

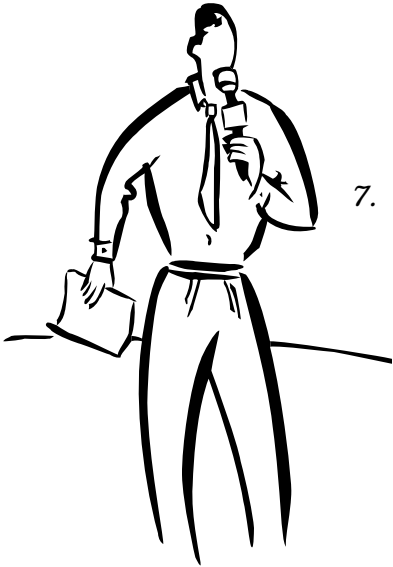
Equipment: Soda bottles, rings to fit over them

Setup: Place bottles on table; tape papers listing prizes underneath bottles.

Object: Toss the ring around the bottles; win a prize.

8. *Tattoo Parlor*

Paint small designs using body paints or use commercial decals.



9. Caricatures/Silhouettes

Hire an artist or ask a volunteer to do caricatures of those in attendance.

10. Contests

- Limbo • Hula • Talent Show • Karaoke
- Dance • Trivia Contest • Lip Synch

11. Fortunetellers

A crystal ball, gypsy costume, and tarot cards in a dimly lit room can be fun especially when everyone is told the future holds peace, love, and happiness.

12. Graffiti Wall

Cover a large area with paper; let students write with markers all over the wall. Save and display at class reunions and other future events.

13. Photo contest of teachers/administrators

Ask teachers to submit their baby pictures. Have students try to match photos with names.

14. Movie Showing

Rent movies related to the theme and show them in one area of the party.

Activity Committee Responsibilities

TASK	PERSONS ASSIGNED/ COMMITTEE COORDINATION	DATE DUE	DATE COMPLETED
Determine thematic activities			
Determine and secure necessary equipment for activities			
Secure DJ or other entertainment			
Confirm setup needs and arrangements for DJ and/or other vendors	Setup Committee		
Organize volunteers to assist with activities	Volunteer Committee		
Provide instructions for volunteers	Volunteer Committee		
Pick up equipment or supplies	Setup Committee		
Pay all vendors	Treasurer		

Volunteer Committee

Purpose: To ensure a well-run, safe and substance-free event for students

It should not be difficult to obtain chaperones since this event is to ensure the safety and well-being of students. Be certain to specify times, duties, and responsibilities for chaperones when recruiting them. Have them dress distinctly so that students can locate them easily if necessary; consider providing bright t-shirts or hats for them. Be sure to provide chaperones with plans for emergency action and for any student who arrives intoxicated.

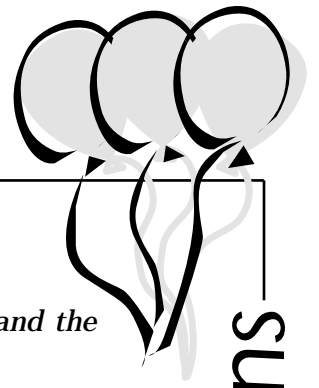
Use your volunteers creatively! Here are some suggestions for tasks you might assign them:

- Activity Assistants/Supervisors
- Front Entrance Greeter/Supervisor
- Roving Supervisor
- Security (parking lot during students' arrival and departure)
- Setup Committee
- Restroom Attendant
- Check Room Attendant
- Cleanup Committee

Volunteer Committee Responsibilities

TASK	PERSONS ASSIGNED/ COMMITTEE COORDINATION	DATE DUE	DATE COMPLETED
Determine party guidelines			
Determine sign-in/sign-out procedures			
Contact parents and faculty to solicit volunteers	Secretary		
Obtain emergency information and needs for certified personnel (CPR, etc.)			
Identify evacuation route			
Confirm attendance with all volunteers	Secretary		
Determine identifying object or clothing to be worn by chaperones/security			
Determine work stations and schedule for volunteers	Activity and Food Committees		
Provide first aid kit for reception area			
Arrange for volunteer rest area; provide snacks and coffee	Setup Committee		
Meet with volunteers upon arrival			
Provide volunteers with schedule, evacuation and emergency information			
Maintain check-in/checkout lists			
Mail thank you notes	Secretary		

Decoration Committee



Purpose: *To decorate the party facility in keeping with the party theme and the activities*

This committee will need to work closely with the Steering Committee and the Activity Committee. Try to procure donations from local supermarkets or party stores. Be sure not to create any fire hazards with your decorations.

Supplies you may need:

- Tape
- Nails
- Tacks
- Hammers
- Glue
- Scissors
- Rubber bands
- Extension cords
- Fire retardant
- Pens and paper
- Fire extinguisher

Decorations you may want to use:

- Balloons
- Crepe paper
- Posters
- Colored lights
- Streamers
- Disco balls
- Flowers
- Sculptures
- Tablecloths
- Costumes

If you want to build large set-like backdrops for your party, ask art or woodworking students or even the drama tech crew for help or supplies. You might even be able to get some help or supplies from your local theaters. If you're using a movie theme, solicit local movie theaters and video rental stores for old posters and cutouts to use as decorations.

Don't forget the following:

- Informal and directional signs
- Simple bathroom decorations
- Don't cover or obstruct fire alarms or exits



Decoration

Committee Responsibilities

TASK	PERSONS ASSIGNED/ COMMITTEE COORDINATION	DATE DUE	DATE COMPLETED
Contact potential donors	Donation Committee		
Obtain decorations based on theme	Decoration Committee		
Determine setup needs and supplies			
Submit budget to treasurer			
Contact volunteers to construct large items if necessary	Volunteer Committee		
Decorations for entryway			
Decorations for food area			
Decorations for activities			
Communicate plan with fire department			
Make directional signs			
Confirm donations	Donation Committee		
Pick up donations, supplies, and equipment	Donation Committee		
Manage Setup Committee	Setup Committee		
Oversee fragile or borrowed items during cleanup	Cleanup Committee		

Setup Committee

Purpose: To prepare everything early in the day in anticipation of the big event!

The Setup Committee is critical to the success of the party! Be sure to have at least one member of the Steering, Food, Activity, and Decoration Committees present during setup to answer any questions.

Remember to have cash or checks on hand to pay for any deliveries or services you've arranged.

Don't forget to provide snacks and a rest area for your volunteers!

Designate someone as the runner who will have a car and some petty cash to run out for any last minute items you've forgotten.

Try to get started as early in the day as possible so that everyone can go home and rest for the big night!

Setup Committee Responsibilities

TASK	PERSONS ASSIGNED/ COMMITTEE COORDINATION	DATE DUE	DATE COMPLETED
Greet volunteers and hand out information	Volunteer Committee		
Post signage			
Put up decorations			
Spread out trash cans			
Set up food	Food Committee		
Label fire exits			
Hand out prizes for activities	Activity Committee		
Pay all vendors	Treasurer		
Set up check-in table			
Set up check room			

Cleanup Committee

Purpose: To provide a fresh group of volunteers at the end of the party who can clean up, dismantle, store, or return items and disburse leftover food following the party

This committee needs to be prepared for a monumental task. While great parties can often result in a massive mess, with a true team effort the cleanup should take only a few hours.

This committee should check in with the Steering Committee to determine what needs to be returned, what can be thrown away, and what should be saved. Consider using color-coded stickers for easy reference.

Be sure to provide volunteers with trash bags, wrenches, pliers, and storage boxes as well as tin foil, bags, and boxes to store leftover food. Consider donating your leftover food to a local shelter or food bank and make arrangements in advance. Don't forget to ask your custodians to provide you with brooms, dustpans, mops, and buckets! Agree on a place to return all of the borrowed supplies.

Cleanup Committee Responsibilities

TASK	PERSONS ASSIGNED/ COMMITTEE COORDINATION	DATE DUE	DATE COMPLETED
Communicate with custodial staff before event to determine needs and supplies			
Purchase necessary cleanup supplies in advance			
Color code items to be saved, returned, thrown out, etc.			
Create Lost and Found			
Pack up remaining food for donation	Food Committee		

Food

Committee

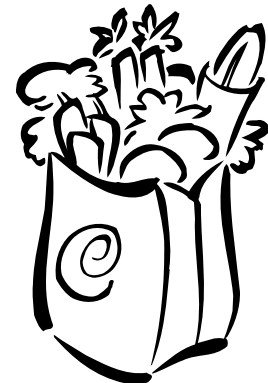
Purpose: *To provide food and beverages that appeal to students while conforming to the party theme*

Food and drink will be critical elements of your party. Give the food area a name and decorations that are consistent with the party theme. Keep the food simple. Be sure to provide something for everyone. When planning your menu, consider the kind of preparation facilities and resources you will have and how many people will be attending.

Be sure to work closely with the Donation Committee to solicit supplies!

Here are some suggested quantities of food for a party of 500. You can then adapt this information for your event.

ITEM	QUANTITY
Soda	200 2-liters
Cups	2500
Ice	300-400 pounds
Pizza	30-35 large (cut into 3-4 bite pieces)
Subs	4-6 foot-long subs (cut into 1" slices)
Hot Dogs	100 (cut in half)
Chips	8-10 1-pound bags
Ice Cream	8-10 gallons
Cookies	10 dozen
Cake	1 sheets



Tips:

- Students will eat throughout the night but will probably not eat in one sitting. Serving food in bite-size pieces on toothpicks is easiest and will result in fewer leftovers.
- Ice cream sundaes are popular but can be limited by freezer storage space.
- If you plan to serve breakfast, remember that students have been snacking all night and probably would be happy with a continental breakfast featuring a selection of muffins, bagels and juices.

SUGGESTED FOOD ITEMS	OTHER NEEDS	
Pizza	Deli platters	Cups
Soda	Juice	Plates & napkins
Coffee	Sparkling cider	Utensils & toothpicks
Ice cream	Cookies	Ice
Submarine sandwiches	Cakes	Serving plates and utensils
Vegetable trays and dip	Chips/pretzels	LOTS of trash cans and bags

Food Committee Responsibilities

TASK	PERSONS ASSIGNED/ COMMITTEE COORDINATION	DATE DUE	DATE COMPLETED
Estimate amount of food needed and determine menu			
Determine food budget	Treasurer		
Solicit food donations	Donation Committee		
Confirm food donations with donors	Donation Committee		
Arrange for cooking equipment if necessary			
Pick up donations and supplies	Donation Committee/ Setup Committee		
Coordinate food area decorations	Setup Committee		
Provide snacks for setup and cleanup crews and volunteers			
Pay all vendors	Treasurer		
Oversee donation of leftover food	Cleanup Committee		



Publicity Committee

Purpose: *To create enthusiasm for the party among students, parents, school administrators, faculty, and the community at large*

Parents are probably the most important group to be sold on this idea. They will likely volunteer to chaperone, donate supplies or services, and help set up and clean up.

Befriend your local media! Work with the Donation Committee to solicit ad space in local newspapers to generate interest in your event or to thank sponsors after it's over. You might even be able to get a local celebrity to make an appearance at your party.

Try to avoid using the same music or voice for all of your announcements, because students will stop listening even if the information changes. Try to change the theme of your announcements each week. Use a popular song at the beginning of the announcement to get students' interest.

Here are a few suggestions for generating support:

- Send an initial letter to parents as soon as the Steering Committee is formed explaining the party concept and asking for volunteers.
- Make announcements over the school's P.A. system and put notices in the school newspaper.
- Hang posters around the school, including in the bathrooms.
- Make sandwich signs for students to wear around school or at big sporting events to generate interest in the event.
- Provide incentives for the class with the most students in attendance.
- Put notices to parents in school mailings.
- Make table tents that can be displayed in the cafeteria or library.

Tips for Effective Media Relations

Now that you've got support from the students, it's time to generate interest among the community at large.

- **Determine who will be the best reporters and media outlets to cover your event.** Different stations have different beats. Spend some time tracking the various interests of your local media. If there is a particular newspaper reporter or a TV station in your area that devotes a significant amount of coverage to school events or community efforts to ensure youth safety, cultivate a relationship. It is always better to communicate with a specific person or department when looking for media attention; otherwise, your information is likely to get lost in the shuffle of busy newsrooms.
- **Keep a list of your media contacts.** Always record basic information about whom you have contacted (you may want to keep a simple log). Be sure to record what materials you have sent to them, when they were sent, when follow-up calls were made, and what kind of coverage you received.

Publicity Committee

Tips, continued

• **Make sure that your media contacts realize that your story is worthy of coverage!** Remember that you are competing with hundreds of other groups and organizations for media coverage. Before pitching your idea, you need to ensure that the media will recognize how newsworthy your event is. Find an angle that will be appealing for media coverage. Here is a simple checklist to determine the newsworthiness of your event:

1. Does your event reflect a current trend that is often reported in or covered by the media?
2. Does the story give useful information?
3. Does the story have a human interest aspect?
4. Will your story/event affect many people in the community?

Publicity Committee

Responsibilities

TASK	PERSONS ASSIGNED/ COMMITTEE COORDINATION	DATE DUE	DATE COMPLETED
Send letter to parents explaining party concept and soliciting help	Work with Volunteer Committee		
Announce event on school's PA system or at assemblies			
Put notices in school newspaper/ hang posters			
Notify local newspapers, radio and TV stations: Media Advisory, Press Release, PSAs			
Confirm with media day before and day of event			
Sell and distribute tickets			
Reward class with highest ticket purchases	Donation Committee		
Hand out ID tags to students admitted to party	Volunteer Committee		

Donation Committee

Purpose: To provide items and money that will help keep party costs to a minimum and to provide prizes that serve as an incentive for students to attend

It is important to be careful about whom you solicit. Only ask for support from those businesses that are patronized by students and parents from **your** school. Also, it is **critical to avoid duplicate soliciting**. Most businesses will be offended and less likely to contribute if more than one person contacts them for donations to the same event.

Most businesses will probably be willing to help in some way. You should start with a phone call and then follow up with a letter and an in-person visit if possible. When you approach businesses for support, be specific and offer suggestions for how they might help you. For example, ask a local supermarket to donate soda or the local video store to give you one free rental for each movie you rent for the party.

Be careful when approaching businesses. Ask politely, and don't demand anything from them. Some businesses will give freely with no questions asked while others will want to know what's in it for them. *Don't overlook the loan of some items as an extremely useful donation* (for example, a popcorn machine or an LCD projector). Be willing to thank and promote donors publicly in your local newspaper and on signage at the event.

If you're a little nervous about approaching potential donors, work in pairs! Chances are you will be more comfortable if you have a friend with you when asking for donations.

When soliciting donations, look for teen-oriented items or items that can be used at the party.

Here is a partial list of potential donors. Be creative when you solicit!

- Parents (setup/cleanup volunteers, chaperones)
- Civic organizations (Kiwanis, Rotary, Masons, etc. for facility)
- Religious community (volunteers, food, activity equipment)
- Theaters (tickets, popcorn, posters, facility)
- Substance abuse prevention groups (door prizes, publicity)
- Hotels, motels (ice sculptures, food, door prizes such as gift certificates)
- Local caterers (party food, food planning help, loan of serving pieces)
- Printing and copying businesses
- Grocery stores (party food, bags for storage and trash, door prizes such as fruit baskets)
- Local newspapers (thank you ad to sponsors, publicity)
- Gas stations (door prizes such as gift certificates)
- Hair and nail salons (gift certificates or free nail painting at the event)
- Restaurants (food or gift certificates for door prizes)
- Pizza shops (gift certificates or food)
- Congressional representatives (support, publicity, door prizes)
- Flower shops (centerpieces that can be door prizes)
- Health clubs (free visit certificates)

Donation

Committee, continued

- Hardware stores (setup supplies such as hammers, nails, tape, etc.)
 - Fast food restaurants (food, gift certificates, paper supplies) NOTE: Do not contact local restaurants if corporate offices are contacted, and vice versa.
 - National chains such as WalMart, Target, Costco (ask specifically for gift certificates, food donations, prize donations, setup materials, etc.)
 - Soft drink bottler who fills local soda machines
 - Hospitals
 - Theme parks in state
 - Insurance companies
- ... And don't forget to say THANK YOU!



Donation Committee Responsibilities

TASK	PERSONS ASSIGNED/ COMMITTEE COORDINATION	DATE DUE	DATE COMPLETED
Keep log of solicitations			
Send letters to potential donors <ul style="list-style-type: none"> • Grocery stores (food, paper goods, prizes) • Civic groups (facility, supplies) • Theaters (popcorn, facility, posters) • Hotels (food, prizes, ice sculptures) • Caterers (food, serving pieces) • Newspapers (ad space, publicity) • Restaurants (prizes, gift certificates, food) • Pizza shop (food, gift certificates) • Flower shops (gift certificates, decorations) • Congressional representatives (door prizes, publicity) • Health clubs (gift certificates for free visits, facility) • Fast food restaurants (gift certificates, paper supplies) • Theme parks (prizes, gift certificates) • Local manufacturers • Hardware stores (setup materials) • National chains 			
Other:			
Write thank you notes			

Ticket and Identification Committee

Purpose: To encourage early ticket sales by offering incentives and to provide identification for those attending the event

Although tickets can be optional, they can serve a few important purposes. Most importantly, they will serve to identify who should and should not be entering the party. Tickets and identification tags can also enhance the party theme.

Ask a local printer to donate in-kind printing of the tickets or some of the paper on which they will be printed.

To sell as many tickets as possible in advance to avoid chaotic sales right before the party or at the door, offer incentives to students. Enter names of students who purchase their tickets ahead of time in a drawing for party-related prizes. Ideas for prizes:

- Free hair styling appointment
- Free photo packages
- Free raffle tickets (if you'll be having door prizes)
- Free makeup application
- Free manicure and pedicure
- Free disposable cameras/film
- Free dinner
- Free limo service
- Free tanning sessions
- Free dancing lessons

Ticket and Identification Committee Responsibilities

TASK	PERSONS ASSIGNED/ COMMITTEE COORDINATION	DATE DUE	DATE COMPLETED
Solicit in-kind printing from local printers	Donation Committee		
Design tickets and ID			
Solicit donations for ticket sales incentives	Donation Committee		
Record names of students who have purchased tickets			

Sample Solicitation

Letter for Donations

Dear Business Leaders:

Remember when you wanted to party all night? Wasn't it fun? We're inviting you to give that kind of special memory to the _____ School at an all-night party. This year's celebration is going to be different. Our SADD (Students Against Destructive Decisions) chapter is sponsoring a substance-free party for our friends and fellow students. We hope to encourage students to be safe during this exciting time of year.

Plans are now underway for this blockbuster event, and we are asking for an unforgettable gift from you—the community—to the _____ students. The cost of the party is steep but together we can make it happen. Some suggestions are listed below, and all donations are tax-deductible. Even though the party is a few months away, we need your commitment today.

On behalf of the students of _____, thank you! And don't wait up for us on the night of the party—we'll be late but we'll be safe!

Sincerely,

.....
Yes! I want to support the _____ Prom/Graduation/New Year's Eve Party!

I'd be happy to donate the following:

- | | |
|--|---|
| <input type="checkbox"/> Decorations (balloons, streamers) | <input type="checkbox"/> Printing services |
| <input type="checkbox"/> Food (soda, chips, dip, cookies) | <input type="checkbox"/> Favors (glow sticks, t-shirts) |
| <input type="checkbox"/> DJ services | <input type="checkbox"/> Disposable cameras |
| <input type="checkbox"/> \$ _____ to be used where needed | |
| <input type="checkbox"/> Door prizes _____ | |
| <input type="checkbox"/> Other _____ | |

NAME _____

ADDRESS _____

PHONE _____

THANK YOU!

Sample Letter to Parents

Dear Parents:

You are invited to join students, teachers, other parents and the _____ SADD Chapter to cosponsor an all-night, substance-free party. The party will be held at _____ from _____ PM until _____ AM. This well-supervised, fun-filled evening is our way of ensuring the safety of our fellow students as they celebrate.

There will be a meeting for everyone interested in helping with this event on _____ at _____ in the _____ .

If you have any questions, please feel free to contact _____ at _____ or via e-mail at _____ .

On behalf of the students of _____ , thank you! And don't wait up for us on the night of the party—we'll be late but we'll be safe!

Sincerely,

.....

To make this night a success, we need your help. Please consider helping us in one of the following ways:

NAME _____

ADDRESS _____

PHONE _____

Sign me up for one of these committees!

- Setup
- Chaperone
- Publicity
- Cleanup
- Food
- Decoration
- Activity
- Donation

I'd love to donate:

- Decorations (balloons, streamers) _____
- Food (soda, chips, dip, cookies) _____
- Favors (glow sticks, t-shirts) _____
- Disposable cameras
- \$ _____ to be used where needed
- Door prizes _____
- Other _____

THANK YOU!



Sample Letter to Teachers

Dear Teachers:

Remember when you used to party all night? Wasn't it fun?

We're inviting you to help us—your students—plan and pull off an all-night, substance-free party. Our SADD chapter is sponsoring this all-night, substance-free party for the _____ School.

We know that you're already very busy, but we hope you will consider helping us with this festive, all-school event. Please think about helping us in one of the following ways:

Sign me up for one of these committees!

- | | |
|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Setup | <input type="checkbox"/> Chaperone |
| <input type="checkbox"/> Cleanup | <input type="checkbox"/> Food |
| <input type="checkbox"/> Activity | <input type="checkbox"/> Donation |
| <input type="checkbox"/> Publicity | <input type="checkbox"/> Decoration |

I'd love to donate:

- Decorations
- Food
- Door prizes
- Other _____
- I'll be there on the night of the party. I'd be happy to work a shift of _____ hours.
- I'm sorry, but I'll be busy planning your next test on the night of the party!

NAME _____

ROOM NUMBER _____

E-MAIL _____

THANK YOU!



Section IV. **Other Helpful Information**

Student

Guidelines

1. Students must arrive by ____PM. Anyone arriving after ____PM will be denied entry.
2. Upon arrival, students must sign in and wear the identification bracelet given to them.
3. Students may leave the party at any time but they CANNOT return. If students leave before the end of the party, they must sign out. The names of those leaving early will be made available to the school principal, and parents will be notified.
4. Only students from _____High School will be admitted.
5. If students arrive at the party under the influence of alcohol or other drugs, their parents will be called immediately and they will remain with a chaperone until they are picked up by a parent.
6. Students must be present to win door prizes.

Chaperone

Guidelines

1. Chaperones must arrive 30 minutes prior to the start of the party. Upon arrival, they will receive a briefing packet that will include their assignments for the evening as well as an emergency plan and a floor plan.
2. Any chaperones arriving under the influence of alcohol or other drugs will be asked to leave immediately. Local law enforcement officials will be called to prevent the person from driving impaired.
3. Chaperones are expected to identify students who are under the influence of alcohol or other drugs and to detain them while their parents are called.
4. A small first aid kit will be located at the registration desk.
5. Chaperones are expected to regularly check the bathrooms.
6. Two chaperones will be stationed by the entrance/exit. If a student asks to go to his/her car to get something, he/she MUST be accompanied by a chaperone. This is for the student's safety as well as to prevent the smuggling of alcohol or other drugs into the party.

Once the party is over, all chaperones will be expected to monitor the parking lot to see that students get to their cars safely.

Young Driver

Nighttime Restrictions

When planning the hours of your event, keep in mind that most states have nighttime driving restrictions for young drivers. You should ensure that your event will keep students off the roads during the restricted hours so that no one's license will be jeopardized. Contact your state's Office of Highway Safety to learn more.

Homecoming

Preparation

Unfortunately, in recent years homecoming has become increasingly associated with drinking. There are many alternatives to drunken tailgate parties in the parking lot. Consider the following ideas for a new twist to your school's homecoming events.

- Battle of the classes
Throughout the week leading up to homecoming, have a variety of activities and contests in which classes can win points, including activities such as pin the tail on the mascot. Offer a prize to the class with the most points at the end of the week.
- Pregame breakfast or lunch (depending on what time kickoff is)
- Postgame dinner or barbeque
- Postgame dance (see themes mentioned above)
- Halftime refreshments and entertainment
- Class parade before the game
- Alumni vs. senior class contests



New Year's Eve

Party Preparation



Tips for planning an all-night, substance-free New Year's Eve party

This can be a daunting task, especially for smaller schools in rural areas. There are several creative ways that SADD chapters can take the lead in organizing a safe and substance-free event for the youth in their community. Here are some suggestions to get you started:

- Coordinate with any First Night celebrations that may be taking place in your town or city.
- If you are not allowed to use the school grounds for your party, contact local recreation centers, bowling alleys, churches, gyms or health clubs to see if they will donate facilities for the evening.
- If your school is small, consider teaming up with another local school or group to facilitate planning and to increase attendance. Remember that most stores and banks close early on New Year's Eve.

To add a twist to your New Year's Eve event and to foster a fun challenge among classes, make a schoolwide New Year's resolution. Make the following ballot available to students during lunch, recess or homeroom. Announce the winning resolution at the party.

New Year's Eve Resolution Ballot

It's a proven fact that you're more likely to keep your New Year's resolutions if you make them with friends!

In preparation for our New Year's Eve all-nighter, SADD is asking you to help the entire school make a resolution together. We want to start the new year off right by committing to make a difference! To encourage our efforts, Principal _____ has generously offered [REWARD] to the class that makes the most progress toward fulfilling this resolution.

Vote for the resolution you'd most like to work toward. The winning resolution will be announced at midnight at the party.

- Improving the school's cumulative GPA
- Adopting a school in a foreign country
- Raise \$3000 for charity
- Send letters to Congress asking them to change the laws regarding [SELECT ISSUE]
- Collecting supplies and food for _____ [specific charity or food kitchen]

Family Resolutions Template

SADD Chapters can also take the lead in initiating a communitywide resolution (such as adopting a park, creating a playground, starting a youth center or recreation center, etc.) or family resolution. Use the template below as a guide for the kind of resolutions your chapter can encourage families to make.

New Year's Eve Family Resolution

Families that make resolutions together are more likely to keep them! In preparation for our New Year's Eve party, the _____ SADD chapter is inviting you and your family to start the new year off right by committing to make a change.

Below are some suggestions for ways your family can resolve to spend more time together in the new year. But don't stop there! Think of things your family would most value in the coming year. Be sure to monitor your progress as a family each month to ensure that you're keeping your resolutions.

- TV-free dinners once each week
- Board game night
- Video game/computer game challenge night
- Kids cook dinner night
- Pizza night
- Movie night
- Monthly Sunday brunch
- All-family weekend escape once a month

Other _____

... And be sure all family members sign the resolution!



From Countries

Around the World ...

Ten Things to Do at Midnight for Good Luck

1. Eat 12 grapes (Spain).
2. Sing Auld Lang Syne (USA and Western Europe).
3. Jump 7 waves, throw flowers into the ocean, and make a wish (Brazil).
4. Throw pails of water out of the window (Puerto Rico).
5. Put on a bathing suit and go for a freezing cold swim (Canada).
6. Toss pots and dishes out of the window (Italy).
7. Laugh (Japan).
8. Hope the first person who comes to your door is dark-haired (Scotland).
9. Hope St. Basil filled your shoes with presents (Greece).
10. Go in the front door and out the back door (Ireland).

Ten Ways to Wish Someone a Happy New Year

1. Bonne Annee! (French)
2. Feliz Año Nuevo! (Spanish)
3. L'Shanah Tovah! (Hebrew)
4. Nowego Roku! (Polish)
5. Chuc mung nam moi! (Vietnamese)
6. Hauoli Makahiki Hou! (Hawaiian)
7. Eutychismenos ho! (Greek)
8. Buon Anno! (Italian)
9. La Multi Ani! (Romanian)
10. Sal-e no mobarak! (Persian)



Prom and Graduation Party Preparation

While your school probably has a prom committee, prom and graduation festivities present great opportunities for SADD chapters to work with other groups in the school to plan safe and substance-free events. Consider hosting an all-night, after-prom or graduation party. Many parents and local businesses will be delighted by the opportunity to provide a safe environment for the community's youth on what can be a potentially dangerous night. Start enlisting volunteers and soliciting donations early in the year for best results.

Here are a few opportunities for SADD chapters to make a positive impact on their school's prom and graduation celebrations.

1. Favors and Photos Committee

You will want to always remember your prom and graduation! The Favors and Photos Committee serves an important purpose: providing cherished mementos of a special night. SADD chapters can play an important role on this committee. Many schools have stopped giving out champagne glasses, wine glasses or beer mugs as prom and graduation party favors. These favors send a mixed message to students that prom, graduation and drinking go hand in hand. Some fun alternatives include:

- Magnetic picture frames
- Imprinted picture frames
- Stuffed animals
- Snow globes
- Candles
- Memory books
- Baseball caps
- T-shirts
- Photo albums
- Disposable cameras
- CDs with the year's biggest hits
- Coffee mugs

... And don't forget to smile! There are probably several photographers in your area who would be happy to photograph your event. You should research each company and compare their prices and styles. Don't be afraid to ask for samples to bring back to students for their input on which they like best. Students will want to look like themselves in these pictures; you don't want to hire a photographer who will make people look too posed or uncomfortable in pictures.

2. Afterprom Party Committee

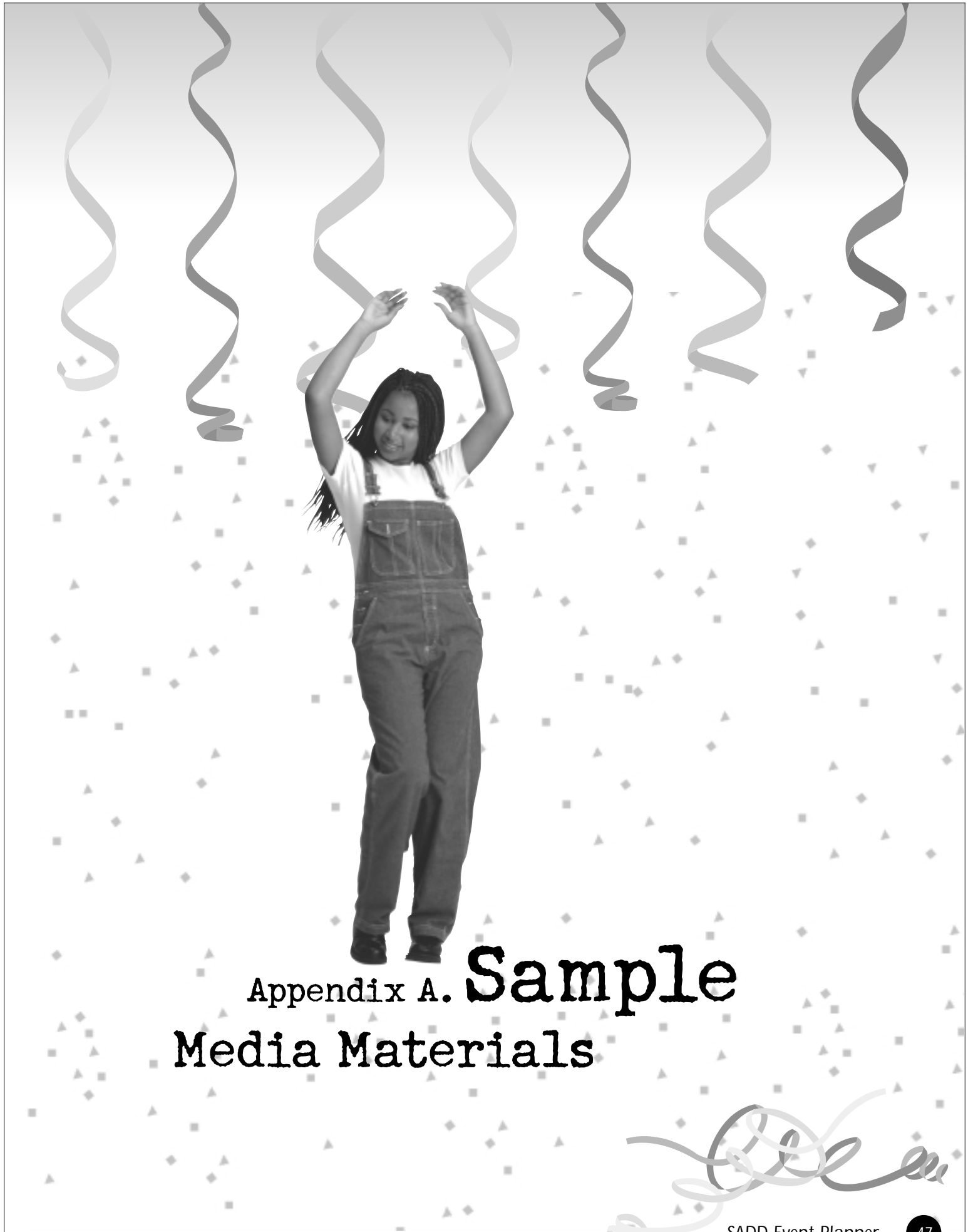
Sometimes just organizing the prom itself can be a huge undertaking for the prom committee. Consider volunteering to organize an afterprom substance-free party for students. Once you've agreed to host this event, use this event planner to help you through the organization process.



Prom and Graduation Committee Responsibilities

TASK	PERSONS ASSIGNED/ COMMITTEE COORDINATION	DATE DUE	DATE COMPLETED
Decide on favors to be given out			
Locate supplier for favors			
Research photographers and prices			
Hire photographer			
Distribute information about photographer and various prices/packages to all those attending			
Hand out favors	Setup Committee		





Appendix A. **Sample**
Media Materials

Sample

Media Advisory

[INSERT SCHOOL] SADD CHAPTER ORGANIZES ALL-NIGHT, SUBSTANCE-FREE PROM AND GRADUATION PARTY

- What:** Members of the **[INSERT SCHOOL]** SADD Chapter are planning to celebrate the end of the school year at an all-night, substance-free party. Prom and graduation season has become synonymous with drinking, other drug use, and impaired driving. **[INSERT SCHOOL]** students have decided to celebrate safely this year and to show that they don't need alcohol or other drugs to have a great celebration. The theme for this year's party is **[INSERT THEME]**, which will be supplemented by thematic activities and food.
- Who:** This event is being sponsored by **[INSERT SCHOOL]**'s SADD (Students Against Destructive Decisions).
- When:** The party will be held on **[INSERT DATE]** from **[INSERT START TIME]** until **[INSERT END TIME]**.
- Where:** **[INSERT PARTY LOCATION]**. Local media are encouraged to attend and participate in activities by sending camera crews and reporters to cover this student-led effort to reduce the use of alcohol, illicit drugs, and the number of youth alcohol-related traffic fatalities.

For more information, please contact **[INSERT ORGANIZATION CONTACT NAME AND PHONE NUMBER]**.

####

Sample

Press Release

[INSERT SCHOOL LETTERHEAD]

FOR IMMEDIATE RELEASE

[INSERT DATE]

[INSERT CONTACT NAME]

[INSERT PHONE NUMBER]

[INSERT SCHOOL NAME] SADD CHAPTER REMINDS STUDENTS ABOUT THE IMPORTANCE OF SAFETY

[INSERT CITY, STATE] – As teens across the country face difficult choices with regard to alcohol, other drugs, and impaired driving during prom and graduation season, [INSERT SCHOOL NAME] students will affirm their commitment to their own safety and the safety of their friends by celebrating at an all-night, substance-free party. The event will be held at [INSERT LOCATION AND TIME] and will feature a [INSERT THEME] theme complete with [INSERT ACTIVITIES].

[INSERT NAME AND TITLE] said, “We want to be sure that our friends are safe and enjoying themselves at prom. By offering a fun alternative to the drinking scene where students can face any number of pressures, we hope to encourage the entire student body to join us in celebrating this special night.”

[INSERT SCHOOL NAME] SADD members have worked hard to gain the support of the community by recruiting volunteers, donations, and resources locally. The all-night party will feature [MENTION LOCAL CELEBRITIES ATTENDING, PRIZE DONATIONS, ACTIVITIES, ETC.].

For more information about the work of SADD, please visit www.saddonline.com or call 1-877-SADD-INC.

####

Appendix A: Sample Media Materials

Sample

Drop-in Article

LOCAL SADD CHAPTER ENCOURAGES STUDENTS TO PARTY SAFE AND SOBER

The problem of underage drinking, other drug use, and impaired driving continues to plague teenagers across the country. SADD (Students Against Destructive Decisions) uses the power of young people themselves to help their peers make positive decisions and avoid potentially fatal risks. Today's youth has incredible potential to make a positive difference in the lives of their friends. SADD gives them the tools to make that difference.

Prom and graduation season marks the end of students' high school accomplishments and holds the potential for new beginnings for everyone. Prom and graduation season also has the potential to be extremely dangerous. SADD chapters will take the lead in organizing safe and substance-free activities for their schools and communities by getting support from parents, teachers, law enforcement agencies, and local merchants and businesses as well as from their classmates.

"The strength of SADD lies in the belief in the power of youth. Instead of telling us what we shouldn't be doing, SADD encourages teens to have parties, serve their communities, and communicate with their friends and families. SADD trusts that teens are capable of making safe, responsible decisions as long as they have alternatives to drinking, using other drugs, and making other dangerous decisions," said **[INSERT SADD MEMBER'S NAME]**. "By showing us how to plan and organize a huge substance-free party for prom and graduation, SADD helped us provide a safe and appealing alternative to the drinking and driving that unfortunately takes place on this important night. And our parents and teachers were incredibly impressed with our hard work and diligence in planning this event."

The goal of SADD is to empower teens and encourage them to consider the impact of their choices on their friends and family. SADD puts the responsibility back on teens themselves to learn the facts, make informed decisions and then help their friends to do the same.

To find out more about SADD, please visit www.saddonline.com.

In-School Announcement

- Student 1:** My parents won't let me go to any prom parties. They're afraid to let me go out because they don't want me driving on a potentially dangerous night, and they won't let me go to a party where the parents aren't home. I can see it now; I'll be home alone and asleep before midnight. Boy, that's exciting.
- Student 2:** My parents are just as worried as yours are about prom night, so I got involved in planning the **[INSERT SCHOOL NAME]**'s all-night, substance-free party. My parents think it's a great idea that the students are taking the initiative to plan a safe, supervised celebration. This way I get to spend prom with all of my friends, stay up all night, and not have to deal with my parents' worrying!
- Student 1:** Hey, that sounds like a great idea that my parents would go for. Give me the details.
- Student 2:** You can get/buy tickets during lunch in the cafeteria from the SADD representative on duty. We even have a letter that you can take home to show your parents that explains the concept of and guidelines for the party so that they'll know it's a safe and substance-free event. How could they worry knowing that **[INSERT POPULAR TEACHER]** is going to be chaperoning and that **[INSERT ANOTHER TEACHER]** will be the DJ?
- Student 1:** Now that I've got to see!
- Student 2:** Be sure to spread the word! Everyone's invited!

Sample

School Announcement

Be sure to join the **[INSERT NUMBER OF STUDENTS ATTENDING]** students who have already purchased their tickets for the **[INSERT SCHOOL NAME]** all-night, substance-free prom party. It's sure to be the best and biggest party of the year.

This year's theme will be **[INSERT THEME]** and will include **[DESCRIBE SEVERAL ACTIVITIES AND FOOD]**.

The party starts at **[INSERT START TIME]** and will rock on until **[INSERT END TIME]**. We hope to have as many **[INSERT SCHOOL MASCOT]s** there as possible, so tell all your friends and be sure to get your tickets early. There will even be a prize for the class that buys the most tickets in advance!

For more information, check out the SADD bulletin board or ask your class representative.

We'll see you on prom night, safe and sober!