

# Haunted High School Checklist

1. Have advisors email teachers and ask clubs for their participation
2. Hold a specific Haunted High School Meeting
  - a. Club sign ups
    - i. Have a supervisor approved theme (scary or friendly)
  - b. Student council members interested in helping
  - c. Go over rules, expectations
    - i. No smoke machines
    - ii. No strobe lights
    - iii. Have materials prepared before the event
  - d. Have students bring in candy for merit points
3. Assign clubs to specific rooms (first come, first serve)
4. Contact Fire Chief
  - a. Get and FOLLOW rules
5. Donations of local grocery store
  - a. Shoprite bags
6. Press release
7. Stamps for hands
8. Decorations
9. Take change out of the bank

## Day Of:

1. Have students there early to set up
2. Set up gym, admission
3. Keep students in their assigned rooms, no roaming of the school
4. Check rooms making sure they follow safety and fire precautions
5. Go through rooms with fire marshal