

"HALLOWEEN AT THE HIGH SCHOOL"

Presented by:

Williamstown High School Student Council

Planning the Event:

- Receive approval from school and district to hold event
- Reserve the school at least a year in advance
- Try not to hold event on Halloween (There are more attendees if the event isn't on Halloween)

Timeline for Event in 2016:

-September, 2016

- Confirm building reservation
- Get other school clubs involved
- Determine a theme for the event (Event doesn't have to be scary)
- Get approval to have a "Teachers Wear Jeans Day": Teachers can dress down for bringing in a bag of candy
- Contact local businesses, alliances, etc. for monetary and/or candy donations
- Plan where each participating club will be located in the school (If desired, create a "scary" and "non-scary" area so that children of all ages may attend)

-October, 2016

- CANDY: Collect candy from local businesses, other schools in the district, students in your high school. Hold events, contests, etc. to obtain as much candy as possible (You will go through a TON of the sweet stuff)
- ADVERTISE: Send out flyers, post to the district website, make posters – Get the word out to all children, up to age 10, that they are invited to attend your event

-Week of the Event

- Confirm that you have enough candy, all advertising has been done, all participating clubs are prepared, and that you have all necessary materials: tables, chairs, signs, etc.
- Make sure all participants know when they can begin setting up their displays

-Day of the Event

- Check in with all participants and devise a system for delivering candy to each participating group and replenishing candy supply. At the start time, open the doors and let the fun begin!!!

