



Deck the Halls

Presented by South Brunswick High School

- **What is Deck the Halls?**
 - Locker decorating and social event
 - Held after school about two weeks before the holidays Opportunity for teachers to have doors decorated
 - Fundraiser for Adopt-a-Family or charity of choice
- **What do you need to run it?**
 - Tons of supplies:
 - Wrapping paper
 - Ribbon
 - Paper cut-outs
 - Garland/Tinsel Projector
 - Tape, tape, tape
 - Snacks or drinks
 - Speakers to play music
 - Handy team of StuCo members
- **One month before...**
 - Decide on date, preferably two weeks before winter break
 - Hold event from end of school to one hour after clubs/sports let out Ex. 2:30-6 P.M.
 - Receive approval from adviser and principal
 - Make sure volunteers and staff are available
 - Begin gathering supplies
 - Set rules for decorations
- **Three weeks before...**
 - Make forms for both teachers and students
 - Locker decoration: \$5
 - Door decoration: \$10
 - Pre-register for free hot cocoa
 - Stuff teacher mailboxes
 - Continue prepping supplies
 - Have Student Council decorate their lockers to advertise
 - Make posters and flyers
- **Two weeks before...**
 - Hang up posters and flyers
 - Hand out forms to students
 - Create work schedule for volunteers

- 1 person per supply station
- 2 people for check-in and hot cocoa
- Begin decorating teacher doors
- Allow teachers to recommend designs at your own risk!
- **One week before...**
 - Final push for advertising
 - Get out message to Homeroom representatives
 - Hand out forms in lunches
 - Continue decorating teacher doors
 - Divide supplies and prep stations
 - Prepare pre-registration list
- **Day of the event**
 - Set up check-in
 - Start hot cocoa before students arrive
 - Set up supply stations at strategic locations
 - Checked-in students receive hand stamp in order to use supply stations
 - Give out/sell hot cocoa
 - Blast holiday music
 - Decorate!
- **After event**
 - Check lockers for appropriateness
 - Clean up supply stations
 - Finish teacher doors
 - Thank teachers and volunteers for participation
- **Questions to consider**
 - Can students/teachers use religious symbols?
 - Can students decorate lockers other than their own?
 - What should you charge for teacher doors? More for specific requests/complexity?

