

Senior Project Celebration Night



About Tuesday May 19:

During the Day

The gym will be set up during the day and names will be displayed on the tables. Please set up your tri-fold and other materials where your name is placed. This needs to be done by the end of the day BEFORE you go home. We would also appreciate it if you would bring your goodies for the evening during the day so we can prepare platters in advance of the evening starting. Anyone available to help during a 4th block spare would be greatly appreciated (making punch, setting up platters, helping with set up, etc.)

You will have a tri-fold that has your name and the title/name of your project clearly displayed as well as visuals of some kind. If your journal contains very personal reflections that you are not comfortable having a wide variety of people reading, you certainly have the option of choosing what you leave out for others to read.

During the Evening

Attendance is a requirement for the project. You will be required to be there throughout the evening, make a contribution of food, take your turn serving food and punch as well as helping with clean-up afterward.

All students need to arrive at 5:15 pm as the evening is scheduled to last from 5:30 - 8:00 PM. You will need to pick up a name tag and be ready to go by 5:30.

There will be 4 "shifts" for serving guests and keeping the kitchen clean. A schedule will be provided for you during the evening, please be available to serve food and make punch at those particular times.

During the evening, remain available to talk to the guests and offer more detail about your project.

Everyone will help keep the area as clean as possible. Point out recycling/trash cans to people who need them and if you see garbage lying around, put it where it belongs.

You need to be in attendance from 5:15 pm to the end of clean-up (probably around 8:30 pm) and fulfill your serving responsibilities. **Please sign out and turn in your name tag BEFORE you leave.**

Food Service Guidelines

Please do NOT eat or drink during your turn to serve. When you do avail yourself of the food, remember this is primarily for your guests so use restraint.

When it is your turn to serve, report to the food service room and check in. Three people will be needed to deal with the punch and the rest will circulate throughout the gym with trays of food and serviettes. **The food will be served in the gym ONLY.**