

Project Celebration is an all-night, lock-in event that offers students a safe place to celebrate their achievements without alcohol and drugs. You and your volunteers will need to create a plan to keep students safe during indoor and outdoor activities (if any) and keep uninvited individuals out of your event. The information provided here serves as a guideline so you can create a plan suitable for your event and student population.



Facility Layout

Get a facility layout/floor plan from your event facility (if indoors). Do a walk-through with your security personnel to see how many windows and doors are in the building so you can create a plan to secure them. All fire exits must be accessible. For outdoor events, check out fencing or natural boundaries, such as rivers, so your team can anticipate how to keep the location safe.

Security

Depending on the size of your event, you may elect to have security guards on the premises using a security company, local police or sheriff's office. When you share with them the facility layout, they will be able to guide you about the best ways to keep the event safe, and you can stress to them that the focus of the event needs to be on students' celebrating. Arrange to have as many security personnel as needed. You may also have volunteers who can monitor the premises and report any suspicious behavior to security. Ask security to handle any mix-ups with the least amount of interruption possible.

Equipment

Determine what security equipment you will need to have on hand for the event. Some possibilities are listed below. Work with your security company (if needed) and your school to rent or borrow items. Be sure to swap phone numbers with volunteers and security guards on premises if the facility is large.

- Cell phone and charger
- Flashlights
- Hand-held body scanner
- Megaphones
- Reflector vests
- Rope to cordon off areas
- Walkie-talkies

Ongoing Monitoring

Plan ways you and other organizers will monitor areas, such as:

- Bathrooms
- Bus entry
- Check-in area
- Crash rooms
- Detention/holding area*
- Game rooms
- Parking lot entry/exit

* If students arrive under the influence of alcohol or other drugs, separate them from other students and notify their parents for immediate pickup.



Student Drop-Off and Check-In

Many high schools arrange for students to be dropped off or park their cars at the high school, where they check in and board buses that will take them to the event facility. Since registered participants need to be visibly identifiable, you may want to facilitate a check-in before students board buses where they receive a wristband (or other visible way to identify them). You will also want to create a system to confiscate and tag purses, backpacks and other personal belongings if students bring unacceptable items to the event. These items can be returned to students once they exit the buses after the event.

Using a final attendee list, check off each student's name as you distribute the wristbands (if used). You may generate a final attendee list after you receive all Registration & Participation forms. (See an example later in this section.)

Some organizers purchase wristbands with pre-printed numbers and apply these numbers next to students' names on the attendee list. Plan to have monitors check that each student who tries to enter is wearing a wristband.

Remind security to handle any mix-ups with the least amount of interruption possible. You may decide to accept registrations at the door—be prepared with extra Registration & Participation forms for them to sign prior to entry and be sure to update your spreadsheet with last-minute registrants. If you charge admission, be prepared to accept various forms of payment for last-minute revelers.

During the Event

Most Project Celebration events happen with little or no trouble. The students are there to celebrate their successes, and you may not have any problems at all. However, it's always best to have a plan. Determine with your team how to monitor activities during the event. You may want some to move about the event facility and report suspicious behavior to security or confront it themselves. You may want others to stay in a central location as though they're participating, but they're also watching for any issues. You may also want security to monitor windows and other ways to enter and exit the event. If you and your team experience a student who needs to be removed, show them to a holding area, notify their parents (or police, if appropriate) and ask someone to monitor the situation until the student is picked up.

After the Event

By this time, students will be weary but happy after a long night of activities, food and fun. Make an announcement toward the end of the event congratulating students again and directing them to buses (if used). Ask volunteers to help make sure all students exit the facility with their cameras and other allowable personal items. When students exit the buses, your morning crew will be at the high school to greet students, hand out goody bags and distribute prizes. See the section titled **Prizes & Favors** for information on how to acquire and distribute giveaways.

Sample Materials

The following pages include a sample Project Celebration Rules sheet and Registration & Participation form. Feel free to adapt these to suit the needs of your student population and your event.



Project Celebration Rules

Congratulations, seniors! We are proud of your achievements, and we want to help you celebrate with a successful Project Celebration event. Please read and follow the rules below and have a safe and happy night!

1. Project Celebration is a chemical-free party for the graduates of _____(year) of _____ High School. After graduation, you may go home, change, visit and eat with your family. But be back at the high school by _____ (time). Buses will depart for the event at _____(time). Volunteers are driving the buses, so please be sure to thank them for hauling you back and forth!
2. Project Celebration is being held at _____. We have access to the entire facility, and no other schools will be present. Please show respect for this location and your school, and don't do anything that would jeopardize our relationship with the owners of this facility or the reputation of _____ High School. Thank you!
3. Sign and date the registration and participation agreement before you enter the event.
4. No chemicals are allowed—in your system or on your person. If you're caught with liquor, beer, wine, cigarettes, cigars, pipes or illegal drugs, your parents will be notified. If we need to contact local law enforcement, we will.
5. Leave your personal belongings at home. This includes purses, cell phones, MP3 players and other mobile devices. (Exception: You may bring a camera in your pocket.) When you enter the bus, you should be empty-handed. We will have everything you will need for a safe and fun night. We will have more food than we need, so eat as much and as often as you like—it's free!
6. Wear comfortable clothing so you can participate in all the activities.
7. After we arrive, gates will be locked. You may not come and go during the party.
8. If you decide to leave early, you forfeit your door prize. We have enough for every senior, so be sure you stay! You may only leave with a parent—no exceptions.
9. Buses depart the event facility at _____(time), getting back to the school at _____(time).
10. Only seniors are eligible for door prizes and goody bags. Goody bags will be given to seniors as they get off buses after the event. Door prizes will be available at the volunteer table after you receive your goody bag.

The Project Celebration Committee congratulates all graduates of the Class of _____(year). You made it through some tough times, and we bet you even learned something! We wish you a life full of success—no matter how you define it.

Good Luck in All You Do!





PROJECT CELEBRATION REGISTRATION & PARTICIPATION

High School Class of _____

(Date, start and end times of event)

Parents

Senior name: _____

Parent name: _____

Address: _____
STREET

CITY STATE ZIP

Home phone: _____ Cell phone: _____

Email address: _____

By registering my senior for Project Celebration, I understand the following:

- 1) My student will be expected to check in at the high school by _____ (time) the night of _____ (date). I will be notified at one of the above numbers if my student fails to report by this time or if s/he wishes to leave before Project Celebration officially ends.
- 2) If my student violates either the _____ High School Code of Conduct or disrupts the graduation ceremony, s/he will not be allowed to attend Project Celebration.
- 3) If my student arrives for Project Celebration under the influence of alcohol or other drugs, s/he will not be allowed to participate and forfeits giveaways.

Parent signature: _____ Date: _____

Volunteering

As parent or guardian of a graduating senior, I am willing to work at Project Celebration. Please email me more information.

10:30PM–12:45AM _____ As needed _____

12:30AM–2:45AM _____ Entire night _____

2:30AM–4:45AM _____

4:30AM–6:45AM _____

Students

I plan to attend Project Celebration and have read and understand all the above requirements.

Student signature: _____ Date: _____

Please return this form by _____ (date), _____ (year) to: _____ High School

Attention: Name, (area code) phone number

Address City, TX Zip

Or, place in box at school reception.

ALL FORMS DUE BY _____ (date), _____ (year).