

Set up at LAHS – Thursday, June 15, 2017

Timing

3:00 pm?

4:00 pm

7:00 pm

9:00 pm – 10:30 pm

9:30 pm

9:30 – 10:30 pm

10:45 pm

10:45 pm – 4:00 am

3:30 am

Activity

Tables and fencing set up by LAHS staff

Parking cones put to block out parking in front lot by LAHS staff

Check in set up gets completed by parent volunteers

Volunteers, administrators, security direct drop off and parking to back lot, handicapped or special circumstances can come to front parking lot

Buses arrive, put # signs on bus windows

Check In

Back parking lot fenced off by LAHS staff

Staff Pro makes rounds of high school including parking lot

Back parking lot opened up by LAHS staff

Need from LAHS

21 tables

26 chairs

fencing

6 trash cans

orange parking cones

Yearbook

Subject: Grad Nite - Check In layout
Date: Thursday, May 25, 2017 at 5:41:31 PM Pacific Daylight Time
From: Sandra Livingston
To: Erin Aanestad, Denise Manning, Maureen Wauters (via Google Sheets)
CC: Sandra Livingston
Attachments: Check In Layout[1].pdf

I wish mine could be as good as Kris' layout – oh well! Let me know what you think. Mo I'm including you for your input since you have been there so many times. I need to go to the school at 9:30 pm and check out the lighting.

Sandra

Need from LAHS

Tables: 21

Chairs: 26

Trash cans: 6 (by check in tables and security/pat down)

Fencing – as indicated by broken lines

Administrators

Drug Dog

Parent Volunteers: 30 + Nurse Erin should we add to our volunteer signups?

Tubs: 22 with lids minimum to put bags in

2 for Pat Down area

1 for Nurse station

Lanterns, flashlights, baggies, markers, check in signs, Information sign

Check In supplies and bags being brought by SV, MW, LO

Need parents directing traffic and traffic cones. Only buses permitted in front parking lot after 9:20 pm – all volunteers should be there by then anyway. All students directed to park in back. Volunteers can park in back or in back ½ of front parking lot. Buses can't make the sharp turn to back ½ of front parking lot to line up so need to double up buses. We need to keep that whole area clear of parking so there is a Fire Lane. Erin do you think we have enough volunteer sign ups to help direct traffic?

- **Students arrive at check in from back parking lot and they go to their alpha**

table or to late check in. They can toss any contraband, if its ok to keep put in bag. They should keep their jackets on for Pat Down and can have their phones – that's it!

- We will staff 2 extra parent volunteers at alpha tables that are extra impacted.
- As tubs get filled up with bags parent volunteers place on tables and parents walks down side passages and leave on other table where a parent volunteer loads on a bus.
- Students go thru Breathalyzer and Pat Down stations.
- If they have contraband it gets tossed or if ok to keep gets bagged and put in Pat Down tub. It will be brought to Bag Area at venue. If they have medicine it gets bagged and given to nurse for her to check later. If they want to keep it with them they must see nurse after pat down and she can examine it. They can take it with them and once they are down at venue they can hold on to it, give back to nurse or put in Bag Area.
- At end of night Nurse will take all meds still in her possession to Bag Area
- Students then load on bus as directed by parent volunteer. Be sure each bus has a tub or two from Bag Area.