

# *Niles West Junior Cabinet Presents*



## *Prom 2024 Planner*

Dear Niles West Juniors & Seniors,

With less than two months left until graduation, it's almost time for Prom. In the following packet, you will find important information regarding registration and ticket sales, seating arrangements and a set of guidelines for Prom. **Please read this packet carefully.** If you have any questions, please do not hesitate to ask any of the Junior Class Cabinet Officers or Sponsors. Thank you for your cooperation and have a great time at Prom!

Sincerely,

The Junior Class Cabinet

President	Giulia Patrascu
Officer	Anna Baesel
Officer	Sana Jafri
Officer	Sumayyah Hussaini
Officer	Alina Rubio

Sponsors:

Ms. Margaret Bower, Junior Cabinet Sponsor  
Ms. Caitlin Lucci, Student Activities Director  
Ms. Barbara Carabio, Student Activities Administration

## Registration & General Information

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### Where

Loews Chicago O'Hare Hotel  
5300 N River Rd  
Rosemont, IL 60018  
(847)544-5300

### When

Saturday, April 20, 2024  
6:00 pm - 10:00 pm

- Prom is an official school event— **a school ID is required to enter.**
- Every student will be checked against the Fees and Fines list prior to each ticket sale. **No Prom ticket(s) will be sold to anyone who has school fees and/or fines of any kind.** Please speak with West Bookkeeper Ms. DeSalvo in the main office with any questions or concerns.
- All attendees must be in good standing socially. Please see the [Prom Eligibility](#) notice from the Deans Office for more information about serving any outstanding detentions before Prom.
- All Board of Education policies, rules, and regulations will be strictly enforced at Prom. Please refer to the Student Handbook for details. Any attendee can be subject to search.
- The use of alcohol, drugs, tobacco, electronic cigarettes/vapes and/or other controlled-dangerous substances before, during, or after the Prom is strictly prohibited by state law as well as school policy and procedure.
- West students may bring a non-West student as a guest as long as they get pre-approval. This [Prom Guest Information Form](#) is due March 12 to the Dean's Office.

### Transportation

- Niles West will provide transportation for any students who are unable to arrange their own transportation. Students will indicate on the registration form when buying tickets if school-provided transportation is necessary and Mrs. Lucci will contact you with more details.
  - o Students who request school-provided transportation will meet at West at 5:30pm to go to the venue, and then will depart at 10:00pm from Loew's to return to West.
  - o **Students who take school-provided transportation TO prom are required to take it back to school at the end of prom.**
  - o Students who sign up for school-provided transportation will not receive their prom ticket until they arrive at school to take the bus; **if you sign up and confirm to take district transportation, you are required to take it.**
- If any student has scheduling conflicts due to other school-related activities and cannot get to school before 6:30 pm, it must be cleared PRIOR TO PROM by the Deans for that student to arrive late.

- If you decide to drive to prom, there is a parking lot at Loew's Hotel that will *require parking validation* and bring the price down to \$10 for the evening. Alternative transportation is highly recommended, e.g. being dropped off. The parking garage is very steep. There is an elevator on every parking garage floor that will take you to the 1st floor where registration is located.

### Timing

- If you are taking your own form of transportation, you **must arrive and complete registration at Loews Hotel no later than 6:30 pm.**
- The doors to Prom will open at 6:00pm.
- Photo Booths will be available starting at 6:00pm and will continue throughout the entire evening. Some photo booths will have a camera that prints out pictures and others will have backdrops available for you to use your own phone to post to social media.
- Dinner is promptly served at 6:45pm. Any students who arrive after dinner without previous communication to the Deans will not be permitted to enter the event.
- Dancing will start at 7:30pm in the ballroom across the hall from the dining room.
- Passed desserts will be available after dinner and during the beginning of dancing.
- The event ends at 10:00pm. **Students are not required to stay the entire time, however once you leave the event, you will not be permitted to re-enter.** This includes retrieving personal items from a car in the hotel parking ramp; please ensure you have everything you need prior to entering the event.

### Dinner

- An assortment of passed appetizers will be served starting at 6:15pm.
- A signature drink will be available during the appetizer time.
- Lemonade and water will be available throughout the event.
- Plated Dinner will be served at 6:45 pm sharp.
- A plated salad will be available at each place setting.
- Dinner will be plated and served at each table. There will be chicken and vegetarian entrée options, along with several sides. Please select your dinner option when you purchase your ticket. There will be signage for place setting to indicate dinner preference to the servers. If you have a dietary restriction, please inform the server. If you have a food allergy, please email Ms. Bower ([marbow@d219.org](mailto:marbow@d219.org)).

### Seating Arrangements

- There is a maximum of 10 people seated at each table. Seating will be open, so plan to arrive with your friends at the same time so you can secure a table together. All seats must be filled, so if you have a group of 4 you will join up with another group of 6.
- Dinner will be approximately 30 minutes long, and then all students will transition to another ballroom to dance the night away!

### **Prom Court**

- There will be no prom court at Niles West High School or Niles North High School. Prom is a celebration of four wonderful years together before students go off on their next adventure.

### **Tickets - \$100 per ticket**

- Tickets may be purchased online (seniors and juniors will receive an email with a link to purchase tickets) March 18-March 22.
- Seniors will be able to buy tickets March 18
- Juniors will be able to buy tickets March 20
- Ticket sales close for all students March 22 at 3:30pm
- **No tickets will be sold after these dates.**
- **There will be NO REFUNDS for purchased tickets.**
- All fees must be paid in order to purchase a ticket
- If you are bringing an approved non-West student or a West sophomore/freshman, you will be able to buy the guest ticket within the same purchase
- All West juniors and seniors should buy their OWN ticket
- Reach out to Mrs. Lucci (cailuc@d219.org) if you have questions about ticket sales!