



St. Celestine School

Junior High Dance: Halloween

Planning Expectations and Budget

Date: Wednesday, September 30, 2026

Attendees: [2026-2027 JH Dance Planning Committee Meeting Sign-In](#)

Date: Wednesday, October 14, 2026

Attendees: [2026-2027 JH Dance Planning Committee Meeting Sign-In](#)

Agenda/Notes:

- **Attendance - Please Sign In:** <https://forms.gle/hXtnrphJ7BodZUxK8>
- **Review [Guidance](#) for Planning SCS JH Dance**
 - **Budget:**
 - DJ: \$0-600
 - Photobooth: \$250-300
 - Pizza: \$200-350
 - Gratuity: \$100
 - Snacks & Beverages: \$0-100
 - Decorations, Tablecloths, Centerpieces: \$200-300
 - Prizes \$100
 - Favors & Gift Baskets \$100 - \$250
 - School Staff Chaperone Stipends: \$200-250 (4 to 6 - \$40/each)
 - **Ticket Cost: \$15.00**
 - **[Reimbursement Form](#):** Should volunteers purchase items included within the dance budget, please complete a reimbursement form and submit with receipts.
- **Review Student Feedback**
 - In advance of the planning meeting, [Google Survey](#) was sent to 6th, 7th, and 8th students to solicit student interests for theme, dress, pizza, snacks, beverages, song requests, etc.



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- Use [google survey results](#) to plan the dance.
- **Plan Dance**
 - **Theme:** Select a [theme](#) for the dance.
 - **Decorations:** Discusses a decoration plan.
 - Budget: \$250 - The budget covers the cost of 10 rectangular tablecloths, 6 round tablecloths, balloons, and decorations for the gym, annex, and foyer.
 - Review available decoration items in the [Parents Club Room](#).
 - General: string lights for the walls, balloon arches, & balloon towers
 - Halloween: blow ups, BOO sign, pumpkins, candle centerpieces, hanging ghosts, etc.
 - Plan: Brainstorm and determine plans for decorations.
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 - Volunteer(s):
 - **Photobooth:**
 - Review [Photobooth Contract](#). (Photobooth is secured with the 8th grade committee for all dances.)
 - Review [Photostrip Proof](#).
 - Location: Gym
 - Volunteer: Erin Ty
 - **Music:**
 - Review DJ contract. (DJ is secured with the 8th grade committee for all dances.)
 - [Song List](#): Prepare a song list for the DJ from the [google survey results](#).
 - Location: Stage
 - Volunteer: Hector Calahorrano
 - **Pizza:**
 - Budget: \$300
 - Attendees: ### students
 - Order: Review student [google survey results](#). (one pizza/ten students)
 - # Pepperoni
 - # Sausage



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- # Cheese
 - Location: Luke's (Steve) - 773-889-4000
 - Time: 7:30 pm
 - Volunteer:
- **Activities & Prizes:**
 - Budget: \$100 - The budget covers the items for the activity and prizes for the winners.
 - Review [Halloween Activity Samples](#)
 - Review Prize Options
 - Plan: Brainstorm and determine plans for activities & prizes.
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- Volunteer(s):
- **Favors & Raffle Baskets:** Plan favors and/or raffle baskets/prizes to be given/awarded at the dance.
 - Budget: \$250 - The budget covers the favors and/or raffle baskets.
 - Review Favors & [Raffle Baskets](#)
 - Plan:
 - Favors Plan:
 - Raffle Baskets Plan:
 - Volunteer(s):
- **Teacher Chaperones:**
 - Budget: \$280 - For each of the teachers/principal that attend the dance, we will provide up to a \$40 stipend for chaperoning the dance.
 - Determine the number of chaperones.
 - Teacher Chaperones:
- **Volunteers and Donations:**
 - Volunteers Needed: Review volunteer needs for decorating, chaperoning, and cleanup.
 - Donations Needed: Review the need for donations of snacks, sweet treats, beverages and paper products.
- **[Event Setup Request:](#)**
 - Layout & Location: [JH Dance Diagram](#)



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- Form: [Set Up Request](#)
- **Document Preparation**
 - **Prepare Forms for Students:**
 - Update and prepare a copy of the forms for students:
 - [Dance Information](#)
 - [Permission Slip](#)
 - [Dance Contract](#)
 - Collect, organize, and record the permission form, dance contract and fees on the [Forms & Fee Management Check-In](#).
 - Keep record of income/expenses on the [Forms & Fee Management](#).
 - Prepare [Sign-In/Sign-Out Sheet](#) for the dance - 6th, 7th & 8th Grade
 - [6th Grade Sign In & Sign Out](#)
 - [7th Grade Sign In & Sign Out](#)
 - [8th Grade Sign In & Sign Out](#)
- **Volunteers**
 - Decorations: (Name email)
 - Photobooth: (Erin Ty SCSIH-PC@stcelestineschool.org)
 - DJ: (Hector Calahorrano hecfc68@yahoo.com)
 - Song List: (Name email)
 - Pizza: (Name email)
 - Activity & Prizes: (Name email)
 - Favors & Raffle Baskets: (Name email)
 - Event Setup: (Erin Ty SCSIH-PC@stcelestineschool.org)
 - Student Forms: (Erin Ty SCSIH-PC@stcelestineschool.org)
 - Form Collection: (Erin Ty SCSIH-PC@stcelestineschool.org)
- **Next Meeting:** Wednesday, October 14, 2026