

March 10, 2022

Dear Mercy Senior and Junior Families-

**We are holding a planning meeting for the Mercy Senior All Night Party (see below) this coming Monday, March 14th at 7:00 pm in the Media Center at Mercy High School.** Please enter through the lobby doors near the gym. This is for those interested in helping plan the event. A general volunteer meeting will be held closer to the event. Hope to see you Monday!

As is tradition, Mercy provides a Senior All Night Party for the seniors who are graduating. It takes place the night of graduation and the purpose of it is to create a safe, fun place for the girls to celebrate with their Mercy Sisters one last time. This year's party is going to be held back at the school **on Monday, June 6<sup>th</sup> from 10 pm-5 am** after a couple year hiatus due to COVID, so we're delighted to be able to bring this final celebration back for our graduates. It's an event that typically has close to 100% participation attendance from the class. HOWEVER, we're trying to keep a lot of the details a secret so the girls are surprised when they come into the party the night of graduation.

All that said, it takes a lot of volunteers to put this event on so we're asking for some help from Senior parents AND from underclass (especially Junior) parents so you can see how this works when it's your turn to put this on for your daughters next year. As this party is held the night of graduation, we need help from underclass parents with set-up, check-in, etc., as the Senior parents will be at dinner with their daughters after the ceremony and will not be available to help set up that day.

Our most immediate need right now is volunteers to chair a committee or be on a member on a planning committee, which are listed below:

Committee	Brief Committee Description	Chairs/Co-Chairs	Their Contact Information	Need Committee Members/Volunteers
Check In/Check Out	Set-up & follow procedures for checking girls in/out night of party	Angela Young	Angelay41@me.com	Yes
Set-Up for Event	Oversees set-up of decorations/tables/etc. for event. <b>Needs to be Junior parents.</b>	<b>Need someone</b>		Yes
Clean-Up	Co-ordinate and oversee clean-up after event is over	<b>Need Someone</b>		Yes
Entertainment	Work to secure vendors for entertainment. Have prior contact who school has	<b>Need someone</b>		Yes

	contracted w/ in past who does a lot of this for us.			
<b>Food</b>	Coordinate purchase and donations of food/beverage for event	Ann Nemer	Annenemer22@gmail.co	Yes
<b>Invitations/Registration</b>	Develop invites/registration forms and co-ordinate emailing and returns of invites	Debbie Worley	Dmw57@att.net	Yes
<b>Fundraising</b>	Co-ordinates sale of lawn signs, graduation balloons, other grad gifts for sale; funds used to help pay for party	Jane Doyle	Janedoyle06@gmail.com	Yes
<b>The Spa</b>	Co-ordinates services for an set-up of The Spa room at party	Karey McGlinch-Cunningham	kareycunningham@me.com	Yes
<b>Security</b>	Responsible for setting up all security-related tasks related to party	Need someone		Yes
<b>Senior Gifts</b>	Select and order gifts given to Seniors night of party	Sandi Lynch	srlynch@outlook.com	Yes
<b>Volunteer Coordinator</b>	Sets up sign-up genius and manages all volunteers for different tasks before/during event	Need someone		No

We ask you to consider how you can help with this event. Our Seniors have missed so much due to COVID shut-downs, that we want to make this a great send-off for them. We know it's a busy time of year for so many, but many hands will make light work. For those who have already stepped forward to volunteer, we thank you!!

Below is a sign-up Genius whereby you can sign up for one of these Committees.

<https://www.signupgenius.com/go/30E044BA4A828A64-senior>

As we were unsure if this event could happen due to COVID restrictions, approval to do it came late, so now we need to move quickly and efficiently to get this set-up. Looking forward to seeing you join us **Monday, the 14<sup>th</sup> at 7:00 in the Media Center.**

With our thanks,

*Marge and Ann*

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