Senior night planning kit

A head start for your booster club. Take what's useful and change the rest.

Timeline

10 to 8 weeks out

- [ ] Pick the game with the coach and athletic director
  Often the last home game. Ask how long the ceremony can run, and when.

6 weeks out

- [ ] Get the list of seniors from the coach
- [ ] Set the budget and what the booster club covers
- [ ] Choose the senior gifts
  Flowers, a framed photo, a poster, or a blanket in team colors.
- [ ] Ask families for a photo and a few lines about each senior
  For the posters and the announcer script. Ask how each name is said.

4 to 5 weeks out

- [ ] Share the volunteer signup link
- [ ] Order gifts, flowers, and posters
  Leave time for printing and delivery.

2 to 3 weeks out

- [ ] Plan the order of the ceremony
  Who walks with each senior, where families wait, and when it starts.
- [ ] Plan a reception or team meal
- [ ] Write the announcer script
- [ ] Tell families the arrival time and where to meet
- [ ] Confirm the ceremony timing with the athletic director

The final week

- [ ] Send a reminder to families
- [ ] Buy everything on the shopping list
- [ ] Pick up the flowers

Game day

- [ ] Hand the script to the announcer
- [ ] Line up seniors and families before the ceremony

After the game

- [ ] Share photos with families
- [ ] Thank volunteers, coaches, and the school
- [ ] Record receipts and reimburse anyone who paid
- [ ] Write down what to change next year
  A few quick notes while it's fresh can save next year's booster club a lot of time.

Volunteer spots

A sample to adapt. Add, cut, or rename spots to suit your school.

Spot	When	People
Decorating Crew Hang banners and senior posters.	3:30 PM to 5:30 PM	4
Family Check-In Meet senior families and line them up for the walk.	5:00 PM to 6:00 PM	2
Gift Table Keep the gifts and flowers in order for each senior.	5:00 PM to 6:30 PM	2
Photographer Take a photo of each senior with their family.	5:30 PM to 7:00 PM	2
Reception Helpers Set out food and keep the reception table stocked.	7:30 PM to 9:00 PM	4
Cleanup Crew Take down banners and posters, and leave the space clean.	8:45 PM to 9:45 PM	4

Sample budget

Placeholder amounts to help you get started, not real prices. Swap in your own numbers.

Item	Example	Our budget
Senior gifts	$400	
Posters and banners	$250	
Flowers	$200	
Reception food	$150	
Decorations	$60	
Total	**$1,060**	

Shopping list

Florist or grocery store

- [ ] Flowers or corsages
- [ ] Water for volunteers

Party store

- [ ] Balloons in team colors
- [ ] Tablecloths
- [ ] Table decorations

Print shop or office supply store

- [ ] Senior posters
- [ ] Banner
- [ ] Easels or poster stands
- [ ] Tape and zip ties

Warehouse club

- [ ] Reception snacks and drinks
- [ ] Plates, cups, and napkins

Easy things to overlook

How each name is said
Asking families ahead of time means the announcer gets every name right on the night.

Someone to walk with every senior
Not every family can be there. A coach, teammate, or favorite teacher can step in so no senior walks alone.

The ceremony's timing
Officials and the other team need to know when it starts and how long it runs. The athletic director can help.

Photos for families
A volunteer photographer means families can be in the moment, and still get the picture.

Notes for next year
A new group of senior families takes over every year. A few notes give them a real head start.

Want it all in one place?
PineBoard can hold your tasks, volunteers, shopping, and budget together, and copies the plan to next year. Try it free for 60 days at pineboard.app.