

Senior Recognition Night Planning Checklist

- Notebook or file to keep your planning information in.
- Names of Seniors
- Date of recognition confirmed (usually the last home game or game at the end of the season that you will most likely win)
- Coaches notified
 - They're in charge of gifts from them and/or the team
 - Get coaches' signatures on all awards and recognitions
- Parents and players notified
- Senior Questionnaire sent out to players
 - Questionnaires turned back in
- Announcer confirmed
- Sound system (amp, microphone, music)
- Decorations (balloons, senior posters, etc.)
- Flowers for athlete/parents purchased
- Cake ordered
 - Cake delivered or picked up
- Celebration dinner planned if you are planning on having one
- Recognition ceremony planned
 - Ceremony rehearsed
- Special program for game printed
- Special programs/recognitions for seniors printed
- Senior pictures framed/displayed around gym
- Will the cheerleaders be doing anything special? Decorating gym?
- Photographer/Videographer booked (Could be a parent)
- Miscellaneous: _____