

Audio/Visual Ball Chair

Lights and Audio

- **JUNE - RESERVE Lighting/Video**
- CSLPro Sound Lighting Video Services
 - brandon@csl.productions
 - 541-727-7507
 - For 2024 ball the cost was \$2254.50 - send invoice to treasurer
 - Usually have to pay a down payment and then pay the remaining amount at the Ball.

DJ

- **JUNE - RESERVE DJ**
- DJ Gemineye - digemineye@icloud.com 541-531-0730
 - Gemineye did 2024 ball - cost was \$900
- DJ Casey Baker - djcaseybaker@gmail.com
 - Casey Baker did 2023 ball
- Confirm with Ball team the hours for the ball and when music will be played.
- Ask DJ if they need anything for the event (i.e. table, etc)
- Have treasurer provide a check to pay the DJ at the ball.

Photographer

- In 2024, Decor team set up a photo backdrop - about 9' wide by 10' tall.
- For the 2024 ball we created a QR code that linked to a google photo album. The QR code was displayed by the prom picture backdrop. Volunteer students were available to take pictures for people and encouraged people to share the pictures via the QR code.
- For previous balls Tim Tidball has been the photographer - timtidball@gmail.com
 - Cost for 2023 ball was \$695
 - Formal pictures taken during cocktail hour
 - Candid pictures taken during dinner/dance
 - Ask photographer to meet during ball setup to finalize where they will set up for that evening.
 - Have treasurer provide a check to pay the photographer at the ball.

Memories Reel - Picture Slideshow

- **SEPTEMBER**
- Have members upload current year party pictures to the google photo album.
 - There is a button on the member page of the Hillcrest Website that lets people access and upload their pictures.
- Create slideshow with pictures from last year's ball and current year parties.
 - All pictures are stored in different google photo albums - ask the Hillcrest Website manager for access to google photo albums.
 - For 2024 the slideshow was first created in google and then converted to a PowerPoint.
 - Have the slideshow automatically play with 5 seconds between each slide.
 - Have the slideshow automatically loop.
- **DECEMBER**
- Send the Powerpoint to the AV people 72 hours in advance of the ball.

Auction Slideshow

- **NOVEMBER/DECEMBER**
- Get the PowerPoint template from previous years to use as a reference.
- Get the current year invitation template to be used as the background for the slides
 - 2023 and 2024 ball used Canva to create the slides.
- Information for the auction slideshow comes from the Ball program. Once the Ball program is done you can start creating the slideshow.
- Send the Powerpoint to the AV people 72 hours in advance of the ball.
- Slideshow will be used during the live auction.
 - For the 2024 ball the MC had a clicker and was in charge of advancing the slides.
 - The slideshow for the 2024 ball also included donation slides. Each donation slide briefly described where the donation money was spent for the previous year.