

Cleanup Committee Chair

1. A few weeks before the ball arrange to rent or borrow a covered storage truck for the night of the ball and the next day. This is necessary since the venue needs to be emptied out that night.
2. Send out an email the week before the ball so that all committee members know who is on the committee and what is expected. We suggested bringing tennis shoes and comfy clothes to change into after.
3. Meet with Decorations Chair to make a plan for where all the decorations will go after the ball. It is helpful to know and see the decorations ahead of time and to know what should be done with them. Some stuff can be thrown away. A majority will be put into the rented truck for the night to be taken to storage the next day. Some stuff may need to go back to rental companies. (For example, in 2025 plants were rented from Valley View Nursery and needed to be returned there. Some items were borrowed from committee members, who need to come back and pick them up the next morning). It is critical that everyone on the committee is on the same page.
4. Make sure to see a list of rented items from Decorations Chair. If possible, a few days in advance of the ball. Assign a committee member to this task so they can focus on a correct count. For linens, have a clear space where they go and consider telling all the HC members during set-up where that will be so linens do not get lost (and we have to pay for them).
5. Have a list of what items were borrowed from the venue, HC storage, or individual HC members.
6. Have committee members assigned to meet at the truck to help get items to storage or returned to HC members the next day at a particular time.
7. Having spouses help is extremely helpful, especially for heavy items. If not possible, then we recommend adding more HC members to this committee. It's a long day and late at night and the more hands the better for clean-up. If there is a possibility to get high school volunteers to help, that would be beneficial. Clean-up doesn't start until close to 11:00 pm, so adding more people would be very beneficial.
8. Establish a clear time for people to come pick up their items the next day. Make it a short window like 11-12. Communicate this with all the HC members. If items are not picked up during that window, let everyone know they will be taken to storage and members can pick up their items there.