



SUGGESTIONS FOR PLANNING YOUR SCHOOL'S PRIZE DAY PARTY

- Schedule the Magic Show at least 2-3 weeks after the end of your fundraiser with the principal and cafeteria manager or head coach for the gymnasium, allowing time to finalize fundraiser.
 - For catalog fundraisers, it normally takes about a week or 2 for the suppliers to input the orders into their computer system and provide the reports needed to determine which students qualify to attend the party and any other prizes associated with the fundraiser.
 - For in-hand fundraising program, make sure to forward King Fundraising your spreadsheet.
- Magic Show is 45 minutes long. The magician needs access to the performance area 1 hour prior to show time in order to set up and get ready and then 30 minutes after the show to take down the set.
- For the post-Magic Show activities, allow for at least 30 minutes (see example itinerary below). It may take less time, but you want to be prepared in the event that your school has a high participation rate for the fundraiser.
- As the fundraising chairperson, we recommend you plan on being at the school in the morning to provide all necessary communications and organizational materials to teachers like wrist bands and student lists (see below for details).
- Week prior to the party (or at least a few days beforehand), provide the principal and teachers with a list of students who will be called out of class to attend the party and an itinerary of events for the party day (King Fundraising will help organize this list once you provide the chocolate checkout spreadsheet)
- Prepare a system for easily identifying which students qualify for the various prize levels. For example, colored wrist bands have been an easy way for most of my schools to simply call each group of students to participate in the prize day; pass out the wrist bands to the teachers to provide to the students the day of the party. Suggestions:
 - **Red wrist bands** – student qualifies to attend the magic show
 - **Blue wrist bands** – student qualifies to attend the show, receive a Crazy Hat, get photo taken with Magician, and take 1 turn at the treasure chest
 - **Yellow wrist bands** – student qualifies to for the above mentioned prizes plus VIP seating at the show and 2 turns at the treasure chest
 - **Green wrist bands** – student qualifies for all of the above mentioned prizes plus the student gets to meet the magician for a few minutes, participate in the sticky hand money grab and receives 3 turns at the treasure chest
- Recruit 4 to 5 parent volunteers or school personnel to help keep the activities organized, running smoothly, and the party area clean.
- Prior to the party, explain to the volunteers the overall idea of the prize day and what roles you need them to fill before, during and after the party (i.e., “I need volunteers to help purchase supplies, setup/decorate the day of the party, help keep students organized and having fun, and clean up afterwards”).
- Day before the Magic Show, purchase supplies needed for decorating VIP section

Example Magic Show Itinerary

Time	Event	Comments
7:30am	Magician arrives at school to setup; have someone there to greet him and show him to the performance area	I recommend you introduce him to the principal.
7:45am	meet with volunteers to explain the itinerary and assign roles/duties & make sure teachers have colored wrist bands and list with student names who are attending the magic show and what color wrist band the student receives	
8:00am	decorate the VIP section	Plan to purchase decorations the day before if not sooner
8:10am	double check to make sure everything is ready	
8:15am	call qualifying students to the Magic Show	Crazy Hats can be passed out either at this time, before you call the students to the Magic Show or during the post-show activities. Let me know what you decide.
8:25am	Have principal thank the students for their hard work and explain how by helping they are receiving the Magic Show and other prizes. Then, principal should introduce Dorian The Magician	
8:30am	Magic Show starts	
9:15am	Magic Show ends.	Have principal thank Dorian for coming to the school and then have the principal announce and award the top selling student and the homeroom teachers with 50% participation
9:20am	Dismiss students who only qualified for the Magic Show and have all other students come to the stage to take their photo with the magician.	Once the photo with magician is over, have students line up by prize levels with the top sellers first followed by the other levels in order so they can do the treasure chest and other prizes in the music room
9:25am	In the music room, do treasure chest prize activity, starting with your top sellers first, followed by students qualifying at the other prize levels (i.e., start with students getting 3 turns, then 2 turns, than 1 turn).	After top sellers who have sold 5 boxes or more have done the treasure chest prize, have them meet with the magician for a few minutes. This time would be another opportunity to pass out Crazy Hats if you haven't already
9:45am	dismiss students to return to class except for those who have sold 5 boxes or more so they can do the Sticky Hand Money Grab	Let King Fundraising know how much cash to bring for you to use for this prize (most schools use \$200 in various bills).
9:55am	Dismiss remaining students to return to class	
10:00am	Thank your volunteers and start cleaning up	Send a quick note to the principal in case she is not present for the post-Magic Show activities, letting her know how things went and thanking her for allowing students to get out of class