

OAK PARK AND RIVER FOREST HIGH SCHOOL

JUNIOR/SENIOR PROM INFORMATION

Theme: *A Night at the Grammy's*

Details:

- Saturday, May 20th, 2017
- 6:30-11:00pm (No admittance and no refunds after 7:30pm)
- 151 E Wacker Drive, Chicago: Hyatt Regency, West Tower
- **\$100** for OPRF students; **\$110** for Non-OPRF-Student Guests

TICKET INFORMATION: All ticket sales are FINAL-No refunds- no exceptions

**Tickets are \$100 for OPRF Students and \$110 for Non-OPRF-Student guests*

When purchasing/picking up ticket you must have:

- ✓ OPRF Student ID
- ✓ The Prom Permission Form (*one for each OPRF student*)
- ✓ If purchased online, the printed RECEIPT- not the confirmation email, the receipt.
- ✓ (*If applicable*) The Non-OPRF Student Guest Permission Form AND a copy of their photo-ID

ONLINE TICKET SALES:

- Monday, April 10th - Friday, May 12th at 11:59pm
- Go to the OPRF Web store and select "School Dances/Prom"
- **Tickets must be picked up between Monday, April 24th and Monday, May 15th at 3:30pm.**
- Tickets **will not** be distributed without the appropriate paperwork
- **Tickets will not be distributed after Monday, May 15th at 3:30pm.**
 - *If ticket isn't picked up by 3:30pm on 5/15, no refund will be issued.*

BOOKSTORE TICKET SALES:

- Monday, April 17th - Wednesday, May 10th
- **Form of Payment accepted:** cash, credit card (Visa, MasterCard, or Discover) or by check payable to OPRF/Prom.
 - If check, please also include driver's license number, address, phone number and student's name & ID#

Non-OPRF Student Guests:

- **Permission forms due to SID's by Monday, May 8th at 3:30pm. No Exceptions.**
- Guest Permission Form must be completed with all required signatures **before** a ticket may be purchased/picked up.
- Attach a copy of the guest's photo ID. They must use that ID for entry to the dance.
- **NO NON-OPRF GUEST TICKETS CAN BE PURCHASED AFTER 3:30PM ON WED. MAY 10.**

TABLE RESERVATIONS Due Friday 5/12 to Mr. Weisman in 227:

- You may reserve a dinner table to sit with your friends by filling out the reservation form
- 1 form per group request
- Ticket numbers **MUST** be included in your request. *Students must purchase a ticket before being included on a form.*

Professional Prom Photographs: Professional photos will be taken at Prom by VIP Photography Studio. Photo package information will be provided when the prom ticket is purchased.

Behavioral and Discipline:

- Students on Social Probation may NOT attend prom
- Prom privileges may be taken away even after your ticket is purchased (NO REFUND WILL BE ISSUED)
- If you are unsure if you are allowed at prom, confirm with your SID before purchasing your ticket
- To be admitted to prom, all detentions must be served on or by Thursday, May 18th.
- See your Student Intervention Director if you have any questions.
- ***If the student loses the privilege to prom after purchase or purchases even though they aren't allowed, NO REFUND CAN ISSUED***

PROM TICKET SALES END

OPRF STUDENTS:

IN BOOKSTORE: Wed 5/10, 3:30pm

ONLINE: Fri 5/12 at 11:59pm: **Pick up in bookstore by 3:30pm on Monday 5/15**

Non-OPRF-guest tickets may NOT be purchased OR picked up after 3:30pm on Wed 5/12

FOR NON-OPRF-STUDENT GUESTS:

Monday 5/8, 3:30pm: Forms due to SID

Wed 5/10, 3:30pm: Last chance to pick up/purchase non-OPRF-student ticket

NO EXCEPTIONS

PROM 2017

Ticket Sales are FINAL & NO SALES after the end date: NO EXCEPTIONS

WHERE & TIME	<p>Hyatt Regency West Tower Saturday, May 20, 2017 West Tower 6:30 pm – 11:00 pm 151 East Wacker Drive - 6:30 – 7:30 Doors Open Chicago, IL 60601 - 8:00 Dinner (312) 565-1234 - 9:00 – 11:00 Dancing ***NO ADMITTANCE AFTER 7:30pm and NO REFUND if you arrive late***</p>
TICKET PRICE	<p>\$100 for 1 OPRF student ticket; \$110 for 1 Non-OPRF guest includes:</p> <ul style="list-style-type: none"> • The beautiful Hyatt – Grand Ballroom • Sit-down dinner • DJ and Dancing
<p><u>TICKET SALES:</u> Please read the ticket information closely. You are expected to know all information provided.</p> <p>SALES ARE FINAL:</p> <p>NO TICKET SALES AFTER THE DEADLINE</p> <p>NO TICKET EXCHANGES</p> <p>NO REFUNDS for any reason</p>	<p><u>To pick up or purchase tickets, each student bring to Bookstore:</u></p> <ul style="list-style-type: none"> ○ OPRF Student ID ○ (If purchased online) Online printed receipt (<i>not confirmation email and the receipt must be printed</i>) ○ Completed Prom Permission Form(s) (1 for each ticket) ○ Completed non-OPRF Guest Form and a copy of their photo ID if applicable <p><u>ONLINE TICKET SALES:</u></p> <ul style="list-style-type: none"> • <u>Monday, April 10th - Friday, May 12th at 11:59am</u> • Go to the OPRF Web store and select 'School Dances/Prom' • Tickets must be picked up between Monday, April 24th and Monday, May 15th at 3:30pm. • Tickets will not be distributed without the appropriate paperwork • Online purchased tickets will not be distributed after Monday, May 15th at 3:30pm. If ticket isn't picked up on time, no refund will be issued. <p><u>BOOKSTORE TICKET SALES:</u></p> <ul style="list-style-type: none"> • <u>Monday, April 17th at 7:30am – Wednesday, May 10th at 3:30pm</u> • Form of Payment accepted: cash, credit card (Visa, MasterCard, or Discover) or by check payable to OPRF/Prom. <ul style="list-style-type: none"> ▪ <i>If check, please also include driver's license number, address, phone number and student's name & ID number</i>
PROM ENTRY GUIDELINES	<ul style="list-style-type: none"> • All students must present their current student ID at the door and keep it in their possession at all times to show if requested • Non-OPRF guest must have a copy of their permission form & have their ID that was submitted • <i>Persons who are late will not be admitted to prom. Any student denied entry to prom because they are late will NOT be issued a refund</i> • Backpacks and bags are NOT allowed, and there will be no coat check or place to store coats. DO NOT leave them unattended at your table. <i>OPRFHS is not responsible for lost or stolen items.</i> • Prohibited items include but aren't limited to: alcohol, drugs, drug paraphernalia, outside food or drink and weapons. Students will not be admitted if these items are found. • Hotel rooms are off limits • Students and guest may not return to prom after leaving
DINNER TABLE RESERVATIONS	<p>Turn in your Table Reservation Form to Mr. Weisman in 227 by Friday May 12, 2017 at 3:30pm (1 form per table, all table members must list their ticket number to reserve)</p>
TRANSPORTATION AND PARKING	<ul style="list-style-type: none"> • Students are responsible for providing their own transportation to and from the Hyatt • <u>In the GPS, type 151 E Wacker</u> (<i>there are 2 Hyatt Hotels in Chicago- go to the correct one. If you are late due to going to the wrong hotel you will not be admitted</i>) • Garage parking is available for about \$50 at the Hyatt Hotel • Parking on the street by the Hyatt is very limited • <i>Be sure to allow extra time for parking, walking up and other emergencies to ensure that you and your guest arrive on time.</i>
NEW in 2017 THE PROM STORE	<p><i>Watch the announcements and your student email for an opportunity to order PROM GEAR which may include a t-shirt, hat, socks, and more!</i></p>

<p>ATTIRE</p>	<p>Prom is a formal occasion!</p> <ul style="list-style-type: none"> • DO wear: Dresses, dress skirts, Tuxedo, suit, dress shoes, and a collared shirt • DON'T wear: Denim clothing, T-shirts, gym shoes or high tops, extreme slits; cut outs; exposed midriffs; low back outs or low plunging neck lines • Students who are denied entry due to inappropriate attire will NOT be given a refund • <i>Please see Ms. Topf, Ms. Brown, or Mr. Weisman with questions</i>
<p>NON-OPRF-STUDENT GUEST information:</p>	<p>Non-OPRF-Student Guest:</p> <ul style="list-style-type: none"> • An OPRF student may bring <i>ONE (1)</i> non-OPRF-student guest who is <u>approved</u> • The guest must be at least a freshman in high school and 20 years old or younger on 5/20/17 • Please follow these steps to bring your non-OPRF-student guest: <ol style="list-style-type: none"> 1) Pick up a <u>Permission Form</u>: They are available in this packet, online, in the SIDs' or Counselors' offices, Bookstore, and Student Activities Office. 2) The OPRF student fills out the pertaining information including their own guardian's signature 3) The Non-OPRF Student guest needs to fill out the form & it needs to be signed by the guest's parent/guardian and high school administrator. 4) The OPRF student turns in the completed form AND a copy of their guest's PHOTO ID (school or state issued) to their SID ****Non-OPRF Guest Permission Forms due to SID's by Monday, May 8th at 3:30pm**** 5) The OPRF student picks up the permission form and then can purchase the ticket by Wed 5/10 in the bookstore at 3:30pm or online by Friday 5/12 at 11:59pm. Tickets must be picked up by Monday 5/15 at 3:30pm. No refunds if you don't pick up your ticket in time. 6) The OPRF student will keep a copy of the Non-OPRF guest permission form. The guest will be verified upon entry to prom. 7) No refunds or exchanges can be made
<p>PHOTOGRAPHY</p>	<p>Prom portraits are provided by VIP Photography Studios:</p> <ul style="list-style-type: none"> • Students will receive photography information when they purchase their prom ticket(s). • Students must pay for their pictures at prom; the photography studio will not bill students later.
<p>DISCIPLINE</p>	<p>All detentions must be served by Thursday, May 18, 2017 or you will not be permitted and no refund will be issued.</p>
<p>BEHAVIOR EXPECTATIONS</p>	<p><u>Students and guests are expected to obey the OPRFHS Code of Conduct for all school-sponsored dances/events (on and off campus).</u> <i>Students and guest who are suspected of alcohol or drug consumption or possession, weapon possession, display poor behavior and/or disrespect or other violations of the OPRFHS Code of Conduct before, during, or after any school-sponsored dance/event will be:</i></p> <ul style="list-style-type: none"> ➢ Detained and a parent or guardian will be contacted ➢ Emergency Medical Responders will be contacted ➢ Removed from the dance/event ➢ Restricted from attending future events (see below) ➢ Possibly referred to the Chicago or Oak Park Police Department <ul style="list-style-type: none"> • <i>If school personnel suspects that a student is under the influence, they will employ the use of non-invasive drug test (for marijuana) and breathalyzers (alcohol) to determine whether or not a student has used either substance.</i> (see Student Handbook). • Any dance attendee who has a positive test result or who refuses to submit to a test will be considered "under the influence", removed from the dance, and his or her parents will be called. • <i>Consequences will be administered according to the OPRF Code of Conduct. Possible outcomes are listed below:</i> <ul style="list-style-type: none"> ➢ A Graduating Senior – many lose the privilege of participating in the commencement ceremony and all other remaining senior activities ➢ A Junior, Sophomore or Freshman – will automatically forfeit the privilege of attending school-sponsored dances for one calendar year ➢ A Guest – will be banned from all future OPRFHS dances
<p>PRE/POST PROM CHOICES</p>	<p>Prom season is an exciting and memorable experience for our students! <i>Please make healthy, legal, and safe choices when planning before, during and after prom.</i> The OPRF Club Healthy Youth Peer Educators will be supplying information for fun post-prom activities. <i>Do not choose to put your safety, participation in commencement, or other privileges in life or school at risk.</i></p>

OPRF PROM PERMISSION FORM

*Each OPRF student going to prom needs to submit **this form and their valid Student ID** to pick up or purchase their Prom Ticket.*

Non-OPRF-Student guests must use a separate form.

FOR OFFICE USE ONLY

Ticket Number: _____

CASH: _____ CHECK # _____

PAID IN BOOKSTORE _____

PAID ON-LINE: _____

OPRF Student Name: _____ OPRF ID# _____

Do you have any meal preferences or dietary restrictions (please list all): _____

If you are attending with a guest (OPRF student or NON-OPRF-Student), fill out the following information

Guest Name: _____ Guest OPRF ID#: _____

Non-OPRF-student guests need to include the Non-OPRF-Student guest permission form and copy of their photo ID

Parent/Guardian Information:

Parent/Guardian Name: _____ Phone: _____

Parent/Guardian Alternative Phone: _____ Parent/Guardian Email: _____

Emergency Contact Name: _____ Relation: _____

Emergency Contact Cell Phone: _____ Alternative Phone: _____

*****Read the Prom Guideline Sheet attached in detail*****

By signing below, I understand the Prom Guidelines that are in detail on the attached sheet. I understand that the student must follow all guidelines or the privilege of attending Prom will be removed without refund.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

****THERE ARE NO PROM TICKET REFUNDS, EXCHANGES or SALES AFTER THE END DATE****

Prom Table Reservation Form

- Make sure to include your name in line 1
- Fill in the names of your friends you'd like at your table
- ***Make sure they are not committing to sit at any other tables!***
- There is a maximum of 10 people at a table.
- If you know you need to hold a spot but don't know the name of the person just write RESERVED in the blank for each spot you want to save.
- If you have groups you want close together, turn the sheets in together and I will do my best to keep the tables next to each other.

Do not submit this form until all tickets are purchased.

<u>Student Name</u>	<u>Ticket Number</u> <i>*Forms won't be accepted w/o the correct ticket number listed*</i>
1. Your Name:	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

OAK PARK AND RIVER FOREST HIGH SCHOOL
NON-OPRF-STUDENT GUEST Information & Permission FORM
DUE TO THE OPRF Student Intervention Director by 3:30pm on Monday 5/8

Please refer to the Prom Expectations and Information Packet at www.oprfhs.org/activities/dances

General Information:

- **Saturday, May 20th, 2017**
- **6:30-11:00pm** (doors close at 7:30- no admittance and no refunds after 7:30pm)
- **At 151 W. Wacker Drive, Chicago, IL (Hyatt Regency, West Tower)**
- This *formal* celebration features a sit down dinner, music and dancing.
- **Prom tickets are \$110 for OPRF students and \$ for Non-OPRF-Student Guests**

Non-OPRF-Student Guest Information

- **An OPRF Junior or Senior may bring ONE non-OPRF-Student Guest**
- **The Non-OPRF-Student guest must be in at least 9th grade and 20 or younger**
- **The permission form must be turned into the OPRF Student's SID no later than 3:30pm on Monday 5/8**
- **The OPRF Student and the Non-OPRF-Student Guest is expected to follow all OPRF Code of Conduct expectations**

Prom Procedures

- **It is a privilege to attend PROM:**
 - *Students must be in good discipline to attend prom*
 - *Those on social probation may not attend*
 - *OPRF students must serve detentions on or by Thursday, May 18th to be admitted into Prom*
- **Purchasing Tickets:**
 - *The OPRF Student Host must be present to purchase the Non-OPRF-Student guest's ticket*
- **Entering/Exiting: Doors open at the Hyatt at 6:30 p.m. and close at 7:30 p.m.**
 - All OPRF students must present a ticket and a current 2016-2017 OPRF school ID to enter the dance.
 - Non-OPRF-student guests must be with their guest, present their ticket, copy of this form, and present their school or state ID to enter the dance.
 - ***Students will not be given a refund if they arrive unprepared or after doors close***
 - Once a student leaves prom they may not return
- **Attire: Prom is a FORMAL occasion**
 - DO wear: Dresses, dress skirts, dress pants: suit, tuxedo, dress shoes and a collared shirt.
 - DON'T wear: Denim clothing, T-shirt, tennis shoes, or extreme slits; cut outs; exposed midriiffs; low back outs; low plunging necklines or overall inappropriate attire

Students who are denied entry due to inappropriate attire will NOT be given a refund.

- **Dance Expectations:**
 - Demonstrate appropriate behavior and respect to peers at all times
 - Refrain from any physical contact or dance styles that are sexually explicit in its nature.

Students who do not abide by the appropriate dance standards will be asked to leave the dance, and a refund will NOT be given. Parents/guardians will be contacted.

- **Behavior Expectations:**
 - ***Students and Non-OPRF-student guests are expected to obey the OPRFHS Code of Conduct*** for all school-sponsored dances/events (on and off campus).
 - Students and guests who are suspected of alcohol or drug consumption or possession, weapon possession or other violations of the OPRFHS Code of Conduct before, during, or after any school-sponsored dance/event will be:
 - **Detained and a parent or guardian will be contacted**
 - **Removed from the dance/event;**
 - **Restricted from attending future events**
 - **Further school consequences may be issued (ie: removal from the Commencement Ceremony)**
 - **If applicable, referred to the Chicago or Oak Park Police Department.**
 - *If school personnel reasonably suspect that a student is under the influence, they will employ the use of non-invasive drug tests (for marijuana) and breathalyzers (alcohol) to determine whether or not a student has used either substance. The use of such tests is in accordance with the Illinois School Code (see Student Handbook). Any dance attendee that has a positive test result or who refuses to submit to a test will be considered "under the influence" and removed from the dance and their parents will be called. Consequences will be administered according to the OPRF Code of Conduct*

Non-OPRF-Student Guest Prom Permission:

- Please read the first page for all information regarding being a Non-OPRF-Student guest at OPRF Prom.
- Complete this form **LEGIBLY** or the form may be denied by the SID
- The completion of this form indicates that all parties understand the expectations of OPRF Prom guests.
- This completed form is due to the OPRF Student's Student Intervention Director by **3:30pm on Monday, May 8th**.
 - Completed Forms can be emailed to rtopf@oprfs.org or faxed to 708-434-3974 (please include cover page)
- Once the form is signed by the SID, bring the completed form to the Bookstore to purchase or pick up the prom ticket for the Non-OPRF Guest if purchased online
- The OPRF Student must bring their permission slip to purchase or pick up their prom ticket.

OPRF Student Host Information:

OPRFHS Student's Name: _____ OPRF I.D. # _____ Email: _____

OPRF Student's Parent/Guardians Name: _____ Phone: _____

OPRF Student's Signature: _____ Date: _____

OPRF Student's Parent/Guardian's Signature: _____ Date: _____

OPRF Student's Student Intervention Director Name (print): _____

Non-OPRF-Student Guest Information

- Non-OPRF-Student guests must be in at least 9th grade and age 20 or younger.
- Please attach a copy of the guest's photo ID (school or state ID)

Guest's Name: _____ Date of Birth: _____

School (if applicable): _____ Photo ID Number (school or state): _____

School or State ID Number: _____ Guest's Email: _____

Parent/Guardian Name: _____ Parent Phone: _____

Non-OPRF-Student Guest Signature: _____ Date: _____

Non-OPRF-Student Guest's Parent/Guardian Signature: _____ Date: _____

Non-OPRF-Student's Administrator Name: _____ Administrator's Title: _____

Administrator Phone: _____ Administrator Signature: _____

**Please turn in this completed form to the OPRF Student Host's Student Intervention Director no later than 3:30pm on Monday, May 8th. Forms can be emailed to rtopf@oprfs.org or faxed to 708-434-3974. Incomplete forms will not be accepted by the SID.*

OPRF Student Intervention Director Signature: _____ Date: _____

****Attach copy of State-Issued Identification Card to this form****

Administrative Use:

Prom Ticket Number of OPRF Host: _____ Prom Ticket Number of Non-OPRF-student Guest: _____

CASH: _____ CHECK # _____ PAID IN BOOKSTORE: _____ PAID ON-LINE: _____