

School Event Chaperone Assignment Sheet

A practical staffing worksheet for school dances, proms, carnivals, fundraisers, field days, pep rallies, and other student events.

School: _____	Date: _____
Event: _____	Expected Attendance: ____
Location: _____	Event Lead: _____
Chaperone Check-In: _____ Event Ends: _____	Total Chaperones: _____

Primary Chaperone Assignments

Zone / Responsibility	Chaperone Name	Shift / Time	Backup / Relief	Notes
Main Entrance / Check-In	_____	_____	_____	_____
Exit / Re-Entry Control	_____	_____	_____	_____
Dance Floor / Main Activity	_____	_____	_____	_____
Hallways / Common Areas	_____	_____	_____	_____
Restroom Area	_____	_____	_____	_____
Food / Concessions	_____	_____	_____	_____
Coat / Bag Area	_____	_____	_____	_____
Outdoor / Pickup Area	_____	_____	_____	_____

Additional Coverage Assignments

Area / Task	Assigned To	Time	Notes
Registration / Ticket Support	_____	_____	_____
Photo Area / Booth	_____	_____	_____
Stage / Awards / Court	_____	_____	_____
First Aid / Medical Contact	_____	_____	_____
Vendor / DJ Liaison	_____	_____	_____
Student Pickup / Late Ride	_____	_____	_____
Floater / Relief Chaperone	_____	_____	_____
Other: _____	_____	_____	_____

Chaperone Briefing Checklist

- Know your assigned zone and remain there until properly relieved.
- Know who has final authority during the event.
- Know how to contact the event lead, administrator, security, and first-aid contact.
- Review entrance, exit, guest, bag, and re-entry rules.
- Know the location of emergency exits, first-aid supplies, and the AED.
- Do not leave your assigned area without notifying the event lead or relief chaperone.
- Report unsafe behavior or hazards promptly rather than handling major issues alone.
- Keep emergency exits, hallways, and walking paths clear.

Shift & Relief Schedule

Time	Zone	Primary Chaperone	Relief / Replacement	Confirmed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Emergency Contacts

Role	Name	Phone / Radio	Notes
Event Lead / Administrator	_____	_____	_____
School Security / SRO	_____	_____	_____
First Aid / Nurse / Medical	_____	_____	_____
Facilities / Custodial	_____	_____	_____
Venue Contact	_____	_____	_____
DJ / AV / Entertainment	_____	_____	_____

Final Coverage Check - Before Doors Open

- Main entrance and check-in staffed.
- Dance floor / main event area covered.
- Food / concession area covered.
- First-aid contact identified.
- Emergency contacts distributed.
- Exits and re-entry points staffed.
- Hallways and restrooms covered.
- Pickup and dismissal area assigned.
- Floater / relief person identified.
- All chaperones know the event lead.

End-of-Event Dismissal Assignments

Responsibility	Assigned To	Notes
Main exit / student release	_____	_____
Parent pickup / vehicle area	_____	_____
Late pickup supervision	_____	_____
Lost items / coat area	_____	_____
Final restroom / hallway check	_____	_____
Vendor load-out coordination	_____	_____

Planning Tip: Assign chaperones to specific zones instead of simply asking everyone to watch the room. Clear zones, relief coverage, and one designated event lead make supervision more consistent and help prevent important areas from being left unattended.