We are pleased to help you plan the perfect Prom! This Prom Planner will help you stay organized while you plan this year’s Prom and will be a valuable resource for next year’s Prom Committee. The planner includes a Prom planning timeline, tips on forming your Prom Committee, establishing a budget and fundraising ideas, as well as ideas for Prom themes and decorating, and much more! We hope this planner is a helpful resource that will make Prom planning easy. Then, you can sit back and enjoy what you create...the Perfect Prom 2012.

Contents

Prom Timeline ........................................ B
Forming Prom Committees......................... C
Establishing a Budget .............................. D
Fundraising Ideas ................................. E-G
Theme Ideas........................................... H-I
Free Sample Program.......................... J
Prom Product Wish List ......................... K
Apple® Product Offers ......................... L
2011-2012 Calendar ............................. L
Prom Planning Timeline

1 Year to 9 Months Before Prom
- Select your Prom Committee and sub-committees
- Choose a date for Prom
- Discuss Prom location (at school or off-site venue)
- Choose your Prom theme and colors
- Establish a budget and set up a bank account
- Recruit parent volunteers for the After-Prom party

6 to 9 Months Before Prom
- Start fundraising projects
- Book a band or DJ
- Select and book photographer
- Book your venue
- Select a caterer and start discussing menu

4 to 6 Months Before Prom
- Send out invitations and establish an area in the school for ticket sales
- Sell tickets and give a preliminary head count to caterer
- Confirm arrangements with band or DJ, location, caterer, and photographer
- Set up a decorating schedule with the venue or the appropriate staff at your school

1-2 Weeks Before Prom
- Finalize attendee count for caterer
- Outline remaining tasks and discuss them with each subcommittee
- Get final checks for Prom night payments

2 to 3 Months Before Prom
- Order imprinted invitations, memory books, programs, tickets, and napkins
- Book security and chaperones
- Begin advertising: Hang posters, distribute flyers or place an ad in the school newspaper
- Choose and order favors for Prom attendees

4 to 6 Weeks Before Prom
- Choose and order theme and decorating materials
- Decide on ticket and invitation design
- Start planning After-Prom Party
- Select and order gifts for advisor and chaperones
- Decide on a menu

2-3 Days Before Prom
- Purchase or pick up food and beverages, if necessary
- Decorate gym or off-site venue. Allow enough time to assemble large or intricate pieces.

The Big Day!
- Prepare food and beverages, if necessary
- Put up outdoor decorations
- Inflate and arrange balloons
- Relax and enjoy!

www.promnite.com
Prom Committees

If your school (and Prom Committee) is small, you might want to plan Prom as one large committee; but, if you have a large Prom Committee, it might be beneficial to split up into several smaller sub-committees to make planning easier and more efficient. Sub-committees can research their areas of responsibility and bring information and selections back to the large committee to be voted on. The number and type of sub-committees can vary depending upon your needs. Possible sub-committees include:

**Budget Committee**
Manages the Prom budget. This committee should work closely with all the committees to ensure adequate funding. The Budget and Fundraising Committees can work together to ensure that there is enough money to finance Prom.

**Fundraising Committee**
Chooses and executes fundraising activities throughout the year that will help fund Prom.

**Decorations Committee**
Researches possible Prom themes and colors. Conducts student surveys for theme ideas. Once the theme has been chosen, the Decorations Committee is responsible for ordering the theme, setting it up and taking it down, as well as choosing decorations for other parts of the room, including entrances, tables, photography area, ceilings and walls. This committee is also responsible for decorations for the Grand March.

**Food Committee**
Selects food and beverages for Prom night. This might include only snacks and punch or a full-scale, sit-down dinner.

**Entertainment Committee**
Chooses a DJ or band and is responsible for any Prom night entertainment and announcements. Arranges for someone to serve as Master of Ceremonies and ensures that the evening’s program is followed.

**Publicity/Advertising Committee**
Responsible for advertising Prom. This might include creating and displaying posters or banners, putting ads in the school paper or making announcements over the PA. This committee might also work closely with the Fundraising Committee to get the word out about all the fundraising activities that are being held.

**Favor/Prize Committee**
Researches, chooses and orders Prom favors for attendees, chaperones and volunteers. If door prizes are part of the night’s events, this committee is responsible for soliciting prize donations and procuring and distributing prizes at Prom.

**Invitations/Tickets Committee**
Responsible for determining wording for invitations and tickets, as well as ticket sales.

**Royalty Committee**
Determines voting method and conducts student voting for Royal Court. Tallies votes and announces winners at Prom.

**After-Prom Committee**
This committee is in charge of planning all school-sponsored post-Prom events, including the post-Prom party and/or breakfast.
Begin establishing a budget by gathering information on how much each aspect of the Prom is going to cost. Committee chairs should make a list of estimated expenses. Determine how much money will be contributed from sponsors and fundraisers. That information will help determine the cost of Prom tickets. Use the worksheet below as a reference point. Add as much detail to it as is necessary to meet your needs. Don’t forget to fill in the actual costs after Prom. This information will be important for next year’s Prom Committee as they start their planning.

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Fundraising is an important, and often daunting, part of Prom planning. It can be fun, too, and the rewards (money for Prom) can be great. Check out some fun fundraising ideas below and see pages F and F for ideas on how to get local businesses involved in your fundraising efforts.

**One Person’s Junk....**

You know what they say: One person’s junk is another person’s treasure! Everyone will find some new treasures at a school-wide rummage sale! Ask students, teachers and parents to raid their closets, bedrooms and music collections for items to donate. Then, have a huge sale (invite community members!) in the school gym with all the proceeds going to finance Prom.

**No Business Like Show Business!**

Everyone likes to ham it up at times, so let all the singers, dancers, jugglers and baton twirlers at your school have a moment in the spotlight. Host a school wide talent show. Get parents involved, too, and let them strut their stuff while their kids sit in the audience and watch them. Charge a small admission fee and watch the money come in.

**Fun With Food**

For hands-on food fun, host a Build-Your-Own-Sandwich event! Charge an entry fee and provide some sandwich fixin’s (see if you can get a local business to donate the provisions). Give small prizes for the biggest sandwich, most creative sandwich, most disgusting sandwich, etc.

**A Little Water Never Hurt Anything**

Hosting a car or dog wash is a fun and inexpensive way to raise money for Prom! Get student or parent volunteers to wash, dry and polish the cars (or dogs!), and make signs to let the community know you are open for business. Provide hoses, buckets, soap, towels and refreshments for the crew. The money will add up in no time!

**Parade Your Pets**

Whose cat is the cutest? Which dog is the most talented? Whose lizard has the most charisma? Let the judges decide by holding a pet pageant in your school gym. Have students and teachers pay an entry fee and bring their pets to vie for the title in a variety of categories. Award prizes for the cutest pet, most talented pet, best pet costume, etc. Everyone will have a great time, and you’ll earn extra money for Prom.
**Prom Profit: Tumblers**

Buy 500 tumblers at $4.69 ea. = $2,345
Sell 500 tumblers at $6.69 ea. = $3,345
$2,345 - $3,345 = $1,000

$1,000 profit for Prom

**Prom Profit: Bottles**

Buy 1,000 bottles at $5.29 ea. = $5,290
Sell 1,000 bottles at $6.59 ea. = $6,590
$6,590 - $5,290 = $1,300

$1,300 profit for Prom

**Prom Profit: Backpacks**

Buy 700 backpacks at $2.79 ea. = $1,953
Sell 700 backpacks at $3.99 ea. = $2,793
$2,793 - $1,953 = $840

$840 profit for Prom

**Prom Profit: Chocolate**

Buy 600 chocolates at $2.29 ea. = $1,374
Sell 600 chocolates at $3.29 ea. = $1,974
$1,974 - $1,374 = $600

$600 profit for Prom

**Prom Profit: Lanyards**

Buy 500 lanyards at $2.59 ea. = $1,295
Sell 500 lanyards at $3.99 ea. = $1,995
$1,995 - $1,295 = $700

$700 profit for Prom

**Prom Profit: Mint Tins**

Buy 600 mint tins at $2.29 ea. = $1,374
Sell 600 mint tins at $3.49 ea. = $2,094
$2,094 - $1,374 = $720

$720 profit for Prom
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**NOTES**

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www.promnite.com
Choosing a Theme

Choosing the Prom theme is one of the most important decisions the Prom Committee will make. The possibilities are endless. Check out some of our coolest and most popular Prom themes for 2012!

**Forever in the Twilight**

Exquisite garden lights illuminate this quaint garden theme that includes a grand gazebo, twinkling trees, and a glamorous gate. Surrounded by the warm glow of twilight, you’ll feel like a princess or heroine dancing with your sweetheart under the new moon ‘til the break of dawn.

**Dance With Me, Baby!**

*Keep dancing all night long!*
You and your BFFs will heat up the dance floor with this elegant Prom theme. You’ll dance past classic dance hall elements like a fantastic faux staircase and “starlit” windows, luxurious paper lanterns, and cool fountain with pool. Once you’ve transformed your gym or Prom space in a beautiful ballroom, turn up the music, grab your sweetheart and dance the night away!

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**Prom Nite**

Special Homecoming Issue

**CHECK IT OUT!**

promnite.com/homecoming

Start a new Homecoming tradition with Prom Nite!

From fundraising to the dance--and everything in between--we have what you need to raise money, pump up spirit, decorate and uphold all your school’s traditions!
Afterglow

Our most popular Prom theme!
Prom is all about you and your BFFs, but you can’t forget about the romance factor. The soft glow of the columns and the whisper of the fountain in this beautiful theme add an elegant ambience to the evening. The mini lights and gossamer prettily accent high ceilings in ballrooms or your school gym. Experience the magic, feel the music and take a romantic walk with your sweetheart as you revel in the afterglow of Prom with this romantic theme.

Magic Carpet Ride

Experience a whole new world!
Take a magic carpet ride to far off, exotic lands! This purple-infused Prom theme is the perfect way to transform your gym into an Arabian paradise. A flying carpet and a magic genie lamp add to the wonders of the night. This theme includes wire structure elements that are easy to set up and take down. So all you have to do is find your friends, open your mind, and sit back and enjoy the ride.

Illusion’s Hour

A little bit of mystery and magic!
A mysterious twist on a masquerade Prom theme, you and your BFFs will love every magic moment! This unique theme includes tall and graceful candelabras, a bewitching pool, and magnificent mask stands. Whether it’s magic or mystery you want to make your Prom night memorable, this theme has a little bit of both. Grab your masks to add even more dramatic flair to your enigmatic evening!
Prom Nite’s FREE Sample Program!

Having trouble choosing a favor for your special night? We have you covered with our FREE SAMPLE PROGRAM! Just choose as many imprinted favors and invitation samples as you want (up to $20.00 total), fill out the order form below, and send it back to us. Your free samples will be on their way to you soon!

NOTE: One free sample per product category. Free samples not available on royalty items, decorations, mascot costumes, or items sold in quantities of one.

There will be a $5 shipping charge added to each sample order.

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<th>Item #</th>
<th>Page #</th>
<th>Color (if applicable)</th>
<th>Quantity</th>
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</table>

Date of Prom ________________________________

Ship the samples to:

Name ______________________________________
Address ____________________________________
City, State, Zip ____________________________
E-mail _____________________________________

Four Easy Ways to Get Your FREE Samples:

• Fill out the above order form. Fax or mail it to us.
• Visit us on-line at www.promnite.com
• Call us toll-free at 1-800-328-5393.
• Scan this order form and e-mail it to us at orders@promnite.com
After each committee has made its selections of items needed for Prom, use the chart below, along with your Prom Nite catalog, to list your top three choices for each product category. Then narrow down your choices and place your order with Prom Nite. Mail the order form in the back of your Prom Nite catalog, call us at 1-800-328-5393, fax your order to 651-426-2978 or visit us online at www.promnite.com. Then, have the time of your life at Prom!

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**Virtual Catalog**

- Shop directly from the latest edition!
- Zoom in for a better view!
- Search, add notes and bookmark pages!
- Share via e-mail and social network!
- Print an entire page!
- Access your catalog online anytime!

**Faceted Search**

You shop how you want!

By:
- Theme
- Event
- Color
- Item
- Price Range
- Category

**Easy Shopping & Checkout!**

- A place to save products you’re interested in.
- Products will never be removed (unless you remove them).
- You can easily move products from your list to your shopping cart.

---

**Wish List**

A place to save products you’re interested in.
- Products will never be removed (unless you remove them).
- You can easily move products from your list to your shopping cart.

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**2011-2012 School Year Calendar**

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