



Garden of Glamour

M17AN0

PROMNITE®

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Prom Theme: _____

Date of Prom: _____

Prom Location: _____

Prom Planning Checklist

Plan the Best. Prom. Ever. with help from the experts at Prom Nite!

Pre-Prom

PROMOTION

- Banners
- Balloons
- Invitations
- Tickets
- Wristbands

FUNDRAISING

- Backpacks/Bags
- Drinkware
- Lanyards
- Lip Balm
- T-Shirts
- Water Bottles

Grand March

- Arches and Columns
- Background Paper
- Balloons
- Decorating Fabrics
- Lighting
- Metal/ Wire Structures
- Photographer Props
- Tickets

Prom Night

DECORATIONS

- Background Paper
- Balloons
- Centerpieces
- Chandeliers
- Complete Themes
- Confetti
- Decorating Fabrics
- Lighting
- Photographer Props
- Pipe and Drapes
- Table Decorations
- Wire Structures

FAVORS

- Backpacks/Bags
- Drinkware
- Electronic Accessories
- Frames/Albums
- Key Chains
- Matched Sets
- Swag Bags

Coronation

- Crowns (King and Princes)
- Glitter Pins
- Robes
- Royalty Sets
- Sashes
- Scepters
- Tiaras (Queen and Princesses)

After-Party

DECORATIONS

- Admission Tickets or Wristbands
- Background Paper
- Balloons
- Decorating Fabrics
- Favors (see PromNite.com for ideas)
- Murals
- Photographer Props
- Tableware

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MGW8411
Tumbler

MGW8410
Bowl

MGW8409
Trumpet

MGW8408
Flute

Prom Planning Timeline

Months Before Prom

9 Months to 1 Year Before Prom

- Select Prom Committee and sub-committees
- Choose a date
- Discuss location (at school or off-site venue)
- Establish a budget and set up a bank account
- Start fundraising projects

7 to 9 Months Before Prom

- Select and book
 - DJ
 - Photographer
 - Venue
- Start planning After-Prom Party

5 to 6 Months Before Prom

- Choose Prom theme and colors
- Select and order
 - Theme and Decorating Materials
 - Photo Ops
 - Grand March items
 - Gifts for advisor & chaperones
- Decide on Ticket and Invitation design

3 Months Before Prom

- Select and order
 - Imprinted Invitations and Tickets
 - Prom Favors
- Advertise with Banners or post on social media

Weeks Before

4 to 6 Weeks Before Prom

- Send Invitations
- Book security and chaperones
- Recruit clean-up crew
- Advertise and sell Tickets
- Set up a decorating schedule
- Confirm arrangements with
 - DJ
 - Photographer
 - Venue

1 to 3 Weeks Before Prom

- Create a Prom night timeline
- Outline and discuss remaining tasks with each subcommittee
- Get final checks for Prom night payments
- Get any signed permission slips back (i.e., dress code policy, etc.)

1 Week Before Prom

- Assemble DIY Decorations
- Finalize attendee count

Days Before

2 to 3 Days Before Prom

- Finish assembling DIY Decorations
- Decorate gym or off-site venue

The Day Before!

- Set up final Grand March display and décor
- Set up final Coronation display and décor

The Big Day!

- Inflate and arrange Balloons
- **Enjoy the night!**

End of Prom Night

- Take down and store Decorations
- **Relax!**

Notes:

