

# PROMNITE®



## PROM PLANNING

## TIMELINE GUIDE

Ready to start planning your school's Prom? Not sure where to begin or what needs to happen and when? Here's an easy timeline to help you get started.

### 6-9 Months Before Prom

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

### 5-6 Months Before Prom

- Choose your Prom theme and colors
- Start fundraising projects
- Book a band or DJ
- Select and book photographer
- Book your venue
- Select a caterer and start discussing menu

**Same Day shipping!**

WHEN YOU ORDER BY 2PM, EST.

"Wisteria Garden" theme



## 3-4 Months Before Prom

- Choose and order theme and decorations
- Choose and order kits and decor for Grand March
- Decide on design for Prom invitations
- Start planning the After-prom Party
- Select and order gifts for Prom Advisor and chaperones
- Decide on a menu (sit down meal, refreshments, snacks, beverages, etc)

Save **15%**  
up to  
when you purchase the complete theme

Arches are great Grand March photo props!



Grow your Prom garden theme with florals!





## 2-3 Months Before Prom

- Choose and order Prom invitations
- Book security and confirm chaperones
- Begin advertising: Hang posters, distribute flyers, place ad in school newspaper, post on social media
- Choose and order favors for Prom attendees
- Choose and order royalty accessories for coronation
- Recruit parent volunteers for the After-Prom party

## 4-6 Weeks Before Prom

- Fill out and hand out (or mail) Prom invitations
- Set up an area in school to sell tickets or sell them on your school's website
- Give preliminary head count to caterer (if applicable)
- Confirm arrangements with band or DJ, venue, caterer, and photographer
- Set up a decorating schedule with the venue or appropriate staff at school

## 2-3 Weeks Before Prom

- Create a Prom night timeline
- Outline and discuss remaining tasks with each subcommittee
- Get final checks or cash for Prom night payments

**Free**  
**shipping!**  
ON EVERYTHING. every day. no exceptions.



## **1 Week Before Prom**

- Start assembling DIY decorations
- Finalize head count and give to caterer

## **The Day Before**

- Set up Grand March decor
- Set up coronation display and decor

## **The Big Day**

- Prepare food and beverages, if necessary
- Set up outdoor decorations
- Inflate and arrange balloons
- Relax and enjoy!

## **2-3 Days Before Prom**

- Finish assembling DIY decorations
- Set up theme and decorate Prom venue. Allow enough time to assemble large or intricate pieces
- Purchase or pick up food and beverages, if necessary

**HAPPY  
PLANNING!**