

# PROMNITE®

## YOUR PROM CHECKLIST

### PROM PLANNING MADE EASY!

*Do you have everything you need?*

#### PLANNING

- ☐ Form a committee
- ☐ Choose a date for the event
- ☐ Choose a Prom theme
- ☐ Secure a Prom venue
- ☐ Arrange for chaperones/security
- ☐ Book a band or DJ
- ☐ Decide on refreshments
- ☐ Book a caterer (if needed)
- ☐ Recruit parents for set-up and clean-up
- ☐ Set time and venue for Grand March
- ☐ Book photographer for Grand March

**need help  
planning?**  
*Call us!*

our prom planners  
are standing by.

#### 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 theme
- Confetti
- Decorating fabrics
- Lighting
- Photographer props
- Pipe and drape kits
- Table decorations
- Wire structures

### FAVORS

- Backpacks/Bags
- Drinkware/Glassware
- Electronic accessories
- Photo frames
- Key chains
- Matched sets
- Swag bags

## CORONATION:

- Crowns (King and Princes)
- Royalty sets
- Sashes
- Scepters
- Tiaras (Queen & Princesses)

## AFTER PARTY:

- Admission tickets or wristbands
- Background paper
- Balloons
- Decorating fabrics
- Favors/keepsakes
- Murals
- Photographer props
- Tableware

PROMNITE<sup>®</sup>  
Blog

Need more easy tips on pulling  
Prom together? Check out our  
blog for more ideas!

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