ROMNITE

YOUR PROM CHECKLIST

PROM PLANNING MADE EASY!

Do you have everything you need?

PLANNING

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

PROMOTION

- Banners
- O Balloons
- O Invitations
- Tickets
- Wristbands

FUNDRAISING

- Backpacks/Bags
- O Drinkware
- Lanyards
- O Lip balm
- O T-shirts
- O Water bottles



GRAND MARCH:

- Arches and columns
- O Background paper
- Balloons
- Decorating fabrics
- Lighting
- Metal/wire structures
- O Photographer props
- Tickets

PROM NIGHT:

DECORATIONS

- O Background paper
- O Balloons
- Centerpieces
- Chandeliers
- O Complete theme
- O Confetti
- Decorating fabrics
- Lighting
- O Photographer props
- O Pipe and drape kits
- Table decorations
- Wire structures

FAVORS

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

CORONATION:

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



AFTER PARTY:

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



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

promnite.com/blog