PROM NITE®

prom planner!

prom planning
timeline:

6 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)

○ Establish a budget and set up a bank account

5 to 6 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

3 to 4 Months Before Prom

○ Choose and order theme and decorating materials

○ Decide on invitation design

○ Start planning After-Prom Party

○ Select and order gifts for advisor and chaperones

○ Decide on a menu

2 to 3 Months Before Prom

○ Order invitations and plan ticket sales

○ Book security and chaperones

○ Begin advertising: Hang posters, distribute flyers, or place an ad on social media

○ Choose and order favors for Prom attendees

○ Recruit parent volunteers for the After-Prom party

4 to 6 Weeks 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 to 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 Days Before Prom

○ Purchase or pick up food and beverages, if necessary

○ Decorate 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!**

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 filling in wording on Prom invitations, as well as ticket sales.

Royalty Committee
Determines voting method and conducts student voting for Royal Court. Tallies votes and announces winners at Prom. Also responsible for choosing and ordering royalty accessories (tiaras, crowns, sashes) for coronation.

After-Prom Committee
This committee is in charge of planning all school-sponsored post-Prom events, including the post-Prom party and/or breakfast.

prom budget

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.

Expense Category	Budget	Amount Spent	Amount Over or Under	Committee Responsible	Date Completed
	$500.00	$450.00	$50.00	Decorations	March 8
Venue					
Rental					
Security Fee					
Food & Beverages					
DJ/Music					
Photographer					
Theme					
Theme Kits/separates					
Decorations					
Wire Structures					
Balloons					
Gossamer/Tulle/Netting					
Other Decorations					
Favors & Gifts					
Frames					
Glassware/Drinkware					
Key Chains					
Favor Sets					
Fun Favors					
Other Favors					
Invites					
Invitations					
Tickets					
Other					
Royalty					
Tiaras/Tiara Sets					
King/Queen Sets					
Sashes					
Other					

prom fundraising

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.
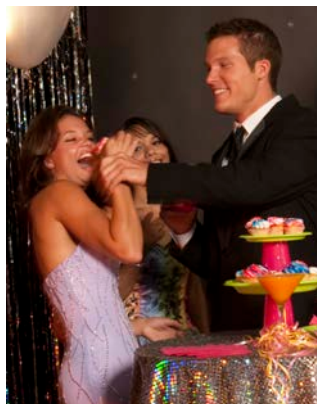
Scrub-a-dub-dub

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.

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.

budget & expenses

Expense Category	Budget	Amount Spent	Amount Over or Under	Profit	Person Responsible	Date Completed

in-stock ships
WHEN YOU ORDER BY 1PM, EST.
Same Day

choosing the theme

"MIDNIGHT MASQUERADE"

Masquerade Theme

A moody masquerade theme will lend a fun air of mystery to your Prom night. Decorate with the colors of black, gold, and red and hand out masks to all Prom attendees as they enter Prom.


"ONE NIGHT IN PARIS"

Paris Theme

Bring the City of Lights to life on Prom night with a romantic and exotic Paris Prom theme. Set the scene with a replica of the Eiffel Tower (it makes a great photo op backdrop), and then accent with trees for a garden vibe, cafe tables and chairs for a Paris bistro look, or lampposts and artwork to recreate look of Paris's famous artist colony of Montmartre.

"NIGHT IN THE SPOTLIGHT"
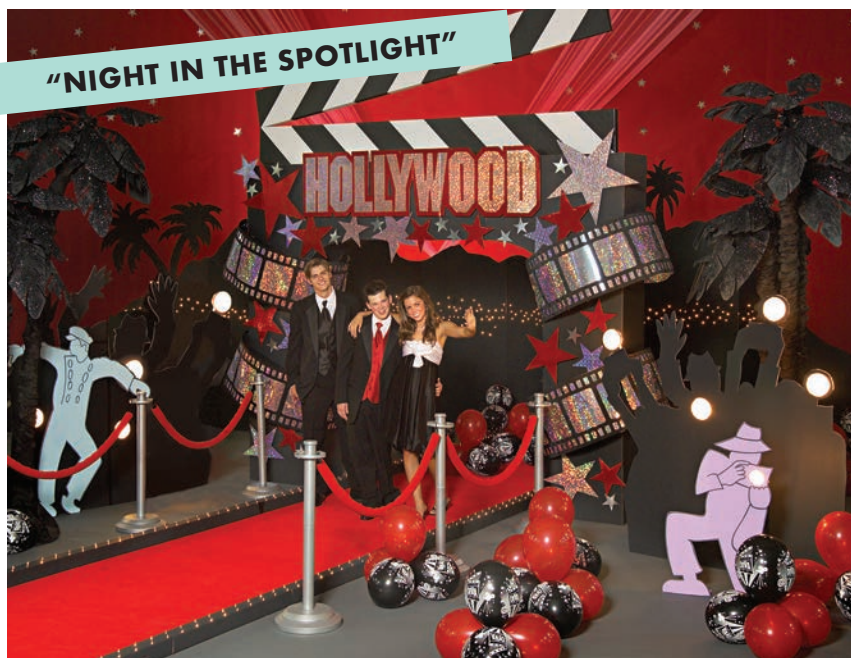
Hollywood Theme

Invite your students to the A-list party of the year with a glitzy and glam Hollywood theme. Give them the VIP treatment by rolling out a red carpet for Grand March and the entrance to Prom. Decorate with silver, gold, red, and black colors and hand out swag bags filled with Hollywood-inspired keepsakes as Prom favors.

"DIAMOND DESTINY"

Diamond Theme

Capture the glitz and glamour of Prom night with a fancy Diamond Prom theme. Start with a complete theme, and accent it with sparkly fabric, crystal chandeliers, and blingy Prom favors. Don't forget diamond-look clear rhinestone tiaras for your Prom Queen and Princesses.

"VEGAS, BABY!"

Casino Theme

You'll hit the jackpot on Prom night with an exciting casino theme. Set the scene in Las Vegas, Reno, Atlantic City, or Monte Carlo and decorate the space with card suits, dice, poker chips, and more. Set up traditional casino games, hand out play money, and let students try their hand at becoming high rollers on Prom night.

final selections

After each committee has made its selections, 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.

Themes	Item #	Description	Page #
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Invitations			
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Drinkware			
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Frames			
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Favors			
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Key Chains			
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Royalty			
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Decorations			
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