



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



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

Fill in your Prom details

The
Prom Committee
of
Jefferson H.S.
cordially invites you to
Paris Nights
Senior Prom
April 30 @ 7pm
Date & Time
J.H.S. gymnasium
Location



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

in-stock
ships
Same Day

WHEN YOU ORDER BY 1PM, EST.



1 Week Before Prom

- ☐ Assemble 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!**