

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
- O 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

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





3-4 Months Before Prom

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











2-3 Months Before Prom

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

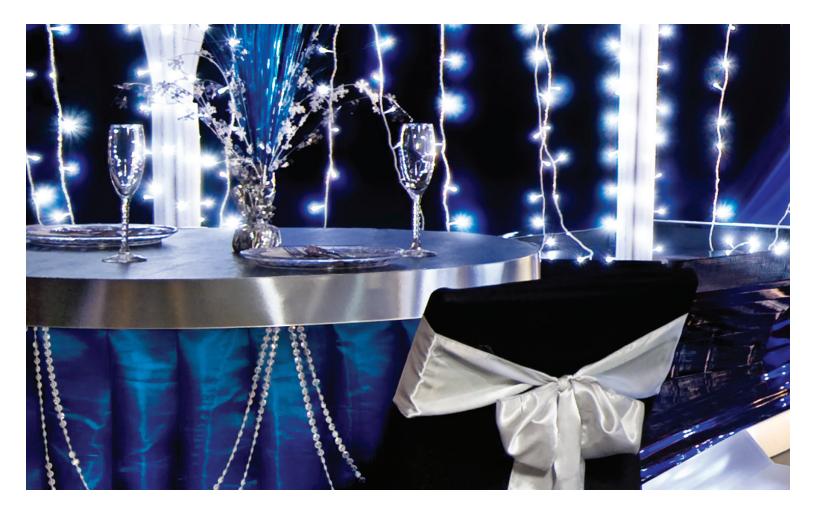
4-6 Weeks Before Prom

- O 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

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





1 Week Before Prom

- O Assemble DIY decorations
- O Finalize head count and give to caterer

The Day Before

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

2-3 Days Before Prom

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

The Big Day

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

