

# PROMNITE

## *Homecoming Planner*



# Planning Timeline

## 9-12 months before Homecoming

- Select sub-committees
- Choose a date, time and place
- Choose your theme
- Discuss fundraising / sponsor options
- Recruit parent volunteers

## 6-9 months before Homecoming

- Establish a budget
- Establish fundraiser projects
- Research entertainment options
- Research photographers
- Discuss caterer and refreshment options
- Committee: Regroup and discuss progress

## 4-6 months before Homecoming

- Entertainment: Book talent
- Book photographer
- Food/beverage: Decide on a menu for refreshments and /or dinner
- Decorating: Order materials
- Invitations: Design and order
- Select and order gifts for advisor and chaperones
- Committee: Regroup and discuss progress

## 4-6 weeks before Homecoming

- Set ticket prices
- Order royalty items for the king, queen and court
- Order favors for attendees
- Book security and chaperones
- Order refreshments
- Begin construction of floats and themes
- Invitations: Assemble & send

## 4-6 weeks before Homecoming

- Advertise your event. Hang posters, distribute flyers, or place an ad in the school newspaper
- Committee: Regroup and discuss progress

## 2-4 weeks before Homecoming

- Budget: Continue tracking expenses
- Entertainment: Confirm bookings
- Favors: Confirm bookings & orders
- Food/beverage: Confirm caterer or refreshments
- Decorating: Continue construction
- Sell tickets and give a preliminary head count to caterer
- Recruit parent/student volunteers for clean up
- Invitations: Check with other sub-committees to see if they need help
- Committee: Regroup and discuss progress

## 1-2 weeks before Homecoming

- Finalize attendee count
- Outline remaining tasks and make arrangements for them to be completed
- Get final checks and payments ready and sent out

## The Big Day!

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

# Coronation

## Pre-Planning

What's the date of Homecoming?

- Use this date as a guideline for your planning
- Coordinate with the parade sub-committee
- Make sure all of your candidates take part in the parade
- Determine dates for nominations, candidate voting, and the actual Coronation

## Planning

### 1 Month Before Homecoming

- Have the student body submit their nominations
- Create posters announcing nominations
- Create ballots for King and Queen nominations
- Set up tables by the cafeteria or in the main hall way for voting
- Add up the votes. Include an adult/faculty member for the proceedings to ensure fairness.

### 3 Weeks Before Homecoming

- Announce the top 5 boy and top 5 girl nominations
- Purchase accessories for all of your candidates.  
NOTE: Most of our items ship quickly, but if you want custom sashes please allow more time.

### 2 Weeks Before Homecoming

- Create posters announcing the elections. Also make an announcement over your school's P.A. system.
- Create ballots for students so they can vote for the King & Queen
- Hold elections
- Add up the votes

## Day of Coronation

- Buy a bouquet of flowers for the Queen and a boutonniere for the King. Don't forget corsages and boutonnieres for the Court!

## At Coronation

- Present Court members first to build anticipation
- Crown the King and Queen

## Coronation Court Structure

### What's Your School Tradition?

- King only
- Queen only
- King and Queen only
- King and Princes
- Queen and Princesses
- King, Queen, Prince and Princess
- King, Queen, Prince, Princess, Duke and Duchess
- King, Queen, and Royalty Court Members (no fancy titles)

## Fun Ideas

- Invite the previous year's King and Queen to crown the new Royalty.
- Ask a band member to provide the drum roll for the crowning moments.
- Don't forget the envelopes to add a dramatic touch to that special moment.
- Schedule time for your King & Queen to make a speech (or parade around the field if you're out doors.)

# Homecoming Committee

If your school (and Committee) is small, you might want to plan as one large committee; but if you have a large committee, you may want 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 will vary depending upon your needs. Possible sub-committees include:

## **Budget Committee**

**Responsible for:** managing the 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 your event.

TIP: All committees should work closely with the Budget Committee to avoid financial issues.

## **Fundraising Committee**

**Responsible for:** choosing and executing fundraising activities throughout the year to help fund Homecoming

## **Decorating Committee**

**Responsible for:** researching possible themes and colors and conducting 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.



## **Food Committee**

Responsible for: selecting, ordering and organizing food and beverages for Homecoming

## **Entertainment Committee**

Responsible for: choosing the DJ or band and other entertainment, making announcements, arranging for someone to serve as Master of Ceremonies and ensuring that the evening's program is followed.

## **Publicity Committee**

Responsible for: advertising

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**

Responsible for: researching, choosing and ordering favors for attendees, chaperones and volunteers, soliciting prize donations and procuring and distributing prizes

## **Invitations/Tickets Committee**

Responsible for: determining wording for and ordering invitations and tickets, as well as ticket sales

## **Royalty Committee**

Responsible for: determining voting methods, conducting student voting for Royal Court, tallying votes and announcing winners and ordering royalty items.

## **Clean-Up Committee**

Responsible for: making arrangements for clean up

# Tips For Ordering Homecoming Decorations

Does the thought of ordering Homecoming decorations make you nervous? What should you do first? What if you forget something? No worries. We have a few tips that can help take the stress out of planning this part of Homecoming. These ideas can help make ordering your decorations quick, easy, and maybe even fun.

## **Tip #1: Order Early**

Ordering early increases the chances that the items you want are in stock and that you will receive them on time. Plus, it gives you enough time to order replacements if items are broken or missing or your needs change. Keep in mind that custom-imprinted decorations, like banners and murals, sometimes take a few days to produce and ship. Plan for this, and order accordingly.

## **Tip #2: Measure Accurately and Order Extras**

Be sure that you know the size of tables, amount of space between pillars, how wide doorways are, how long walls are, etc. You wouldn't want to order tablecloths that don't fit your tables or a mural that's too big for your wall. Also, despite your best intentions, unexpected things can and do happen, so order a little bit extra of everything, just in case.

## **Tip #3: Order Assembly Supplies**

You can't put up your decorations if you don't have the right tools to get the job done. Don't forget to order essential assembly supplies, like glue, adhesive spray, tape, scissors, tacks, and magnet movers, when you place your decorations order. Be sure to get enough for everyone on the Decorations Committee, so they can all work at the same time.

## **Tip #4: Inspect Everything**

Open all the boxes as soon as they arrive and inspect the contents. Compare them to the packing slip to make sure everything is accounted for and in one piece. If anything is missing or broken, contact the company immediately. Because you ordered early (you did, didn't you?) and inspected early, there should be plenty of time for replacement items to get to you.

## **Tip #5: Assemble In Advance**

You'll be amazed at the amount of time you won't have on the day of Homecoming, so the more you can do in advance the better. If the dance is being held at your school, and you have enough storage space, consider assembling large items as much as 2 weeks in advance. If the dance is off-site, try to get into the venue the day before to set up and decorate. You'll save time and sanity, so you'll be able to enjoy the day as much as your teens will.

# Budget and Expenses

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

### Notes


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