



Planning your prom...

To assist you in planning your perfect prom night we have included a handy guide to ensure that you cover all bases and nothing is left to chance. Don't forget that proms evenings are held by many schools around the same time of year, so demand will be high! Plan and book as early as possible to avoid disappointment.

As soon as possible...

- Select your proms committee & member of staff
- Set a date for the event
- If you are going to have a theme, now's the time to set it
- Book venue
- Book caterers
- Book photographer
- Book a DJ
- Set a budget and discuss funding

Six months before...

- Start promoting the prom date and theme
- Commence fund rising, which will continue throughout

Five months before...

- Design tickets
- Confirm entertainment /performers, if any
- Make sure all suppliers have confirmed in writing and that you are keeping within budget

Three months before...

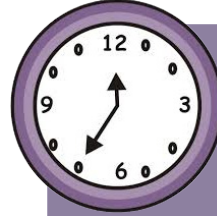
- Design posters and place in prominent locations around school
- Promote event on school website
- Keep an eye on your budget and make sure you don't over spend

Two months before...

- Remember to remind parents of times and particulars of the event
- Get quotes from printers to print required number of invitations. (Try and negotiate on cost if possible)
- Start selling tickets

One months before...

- Speak to the DJ about the music selection
- Publicise event on social media if possible



The final countdown...

One week before...

- Arrange collection of all your hired /required venue styling items
- Confirm numbers for catering purposes
- Keep promoting to increase ticket sales
- Take a final look at your budget

On the eve of your prom...

- Buy food and drink if you are not using external caterers
- If you have access to venue, start decorating/ theming

On the day...

- Liaise with caterers; ensuring timings are all in place
- Finish your venue decoration
- Enjoy the night!

Post prom...

- Ensure venue is cleared and cleaned
- Return any hired items
- Contact all suppliers to arrange payment
- Produce a final set of proms accounts