**Prom Planning & Prom Committee Meeting Schedule**

**Schedule of Meetings**

**Meeting #1 9-12 months before Prom**

\*Include student volunteers and at least one faculty advisor.

**Select sub-committees**

❐ Budget

❐ Invitations/Tickets

❐ Favors

❐ Decorations

❐ Entertainment

❐ Food/Beverage

❐ Other

**The Big Four**

❐ Decide where to hold your Prom. (Be sure to evaluate costs before making a decision.)

❐ Choose a date and time.

❐ Check that your venue is available for your date and time.

❐Choose your theme

**Meeting #2 6-9 months before Prom**

❐ Budget sub-committee: Establish a budget

 ❐ Find out how much money (if any) the school has allotted.

 ❐ Forecast a budget for each sub-committee.

❐ Forecast a budget for each sub-committee.

❐ Entertainment sub-committee: Talent research

❐ Favors sub-committee: Photographer research

 ❐ Gather some names of photographers.

❐ Find out how much they charge and where you can see some samples of their work.

❐ Food/beverage sub-committee: Caterer vs. refreshments

 ❐ Decide to provide dinner or just some refreshments.

❐ If you choose to serve dinner, gather some names of caterers.

❐ Find out how you can get a menu and taste some samples.

❐ Decorating sub-committee: Start dreaming

❐ Brainstorm ideas for decorations that complement your theme. Write down the list and draw sketches.

❐ Think of ways to create your ideas & any materials you might need.

❐ Estimate your costs and make sure they fit your budget.

❐ Invitations sub-committee: Shop, design layout & order

 ❐ Select your Prom invitations and tickets.

❐ Decide what to print on your invitations and tickets.

❐ Order invitations and tickets.

❐ Your Prom Committee: Regroup and discuss progress

Cost of Prom Worksheet:

|  |  |  |
| --- | --- | --- |
| Sub Committee Name | Estimated Cost | Actual Cost |
| Entertainment |  |  |
| Favors |  |  |
| Invitations |  |  |
| Decorations |  |  |
| Food/Beverage |  |  |
| Other: |  |  |
| Other: |  |  |
| Other: |  |  |
| Total Cost of Prom: |  |  |

❐ Estimate how much more money you might need.

 Money From School

- Estimated Total Costs

 Money Left to Raise

❐ Start a register to keep track of incoming and outgoing money.

**Budget Register:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Description Of Transaction** | **Amount Out** | **Amount In** | **Balance** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Meeting #3 4-6 months before Prom**

❐ Budget sub-committee: Fundraisers

You can fundraise throughout the year, but if you haven’t started already, try

to begin at least 4-6 months before Prom. Brainstorm fun new ways to rake in

the dough, or use one of these tried and true methods for major money:

• Car Wash–Provide buckets of soapy water, hoses, sponges, and dry towels.

• Talent Show–Got talent? Hold open auditions to gather performers. Sell tickets to parents and the public.

• Prom Walk/Run–Put on your walking shoes! Gather pledges for a 5K walk/run or other challenging event.

• Merchandising–Purchase items with your school’s logo and resell them at sporting events and in the school store at a higher price.

• Sponsors–Contact local businesses and ask for donations. Be sure to offer them a gift in return for their generosity.

• Grand March–Host a Grand March at Prom to cover any remaining costs. Charge a small admission to parents & the community.

**Advertise your fundraiser**

The success of any great fundraiser depends on getting people to come

and spend money. So, spread the word!

❐ Take out an ad in both the school and community newspapers.

❐ Create banners and signs to hang around your school and town.

❐ Get a radio station to announce your event on the air.

**School store**

Don’t forget that your school store is a great opportunity to raise funds

for Prom. Get your Prom Committee involved with promoting your school

store and advertising items around school. Consider ordering new,

popular “limited time only” items to sell in the months leading up to Prom.

**Talent research**

❐ Entertainment sub-committee: Analyze research & book talent

Since Prom is all about dancing, you’ll definitely need some music.

❐ Gather some names of music providers (bands, D.J.s).

❐ Decide whether you will need any additional entertainment.

❐ Find out how much each act costs and where they’ll be playing their next gig.

❐ Scout acts in person before booking.

❐ Favors sub-committee: Analyze research & book photographer

 ❐ Evaluate your costs and make sure your choice fits your budget.

❐ Book your favorite photographer.

❐ Fill out a contact sheet of essential information.

❐ Food/beverage sub-committee: What’s for dinner?

 ❐ If you decided to go with refreshments, choose your snacks and beverages.

❐ If you are providing dinner, analyze your scouting report and choose a caterer.

❐ Estimate the number of plates you will need to get an idea of cost.

❐ Make sure the cost fits your budget.

❐ Fill out a contact sheet of essential information.

❐ Decorating sub-committee: Order materials

 ❐ Select and order your decorating materials.

❐ Gather or purchase decorating tools such as scissors, glue sticks, tape, box cutters, etc.

❐ Invitations sub-committee: Advertising

❐ Create banners and signs to make students aware of where and when they can purchase tickets and what the deadline is.

❐ Create banners and signs to get students excited for Prom!

❐ Your Prom Committee: Regroup and discuss progress

 ❑ Start planning After-Prom Party

 ❑ Book security and chaperones

**Meeting #4 4-6 weeks before Prom**

❐ Budget sub-committee: Set ticket prices

❐ Analyze funds and set a price for your Prom tickets.

❐ Entertainment sub-committee: The king & queen & court

❐ Plan your coronation ceremony.

❐ Order your royalty necessities:

❐ Tiaras

 ❐ Crowns

 ❐ Sashes

 ❐ Robes

 ❐ Scepters

 ❐ Fedoras

 ❐ Pins

 ❐ Rosettes

❐ Begin planning prom court elections. Are you doing traditional ballots or digital forms?

❐ Favors sub-committee: Favors & gifts

 ❐ Select gifts to thank your chaperones for volunteering to help make your big night a success.

❐ Select your Prom favors.

❐ Create a design to be imprinted on your favors.

❐ Remember to add your theme name to your design.

❐ Order favors and gifts at 3-6 months in advance.

❐ Food/beverage sub-committee: Order refreshments

❐ If you decided to go with refreshments, order them 4-6 weeks before Prom. Be sure to check if they will be delivered or if you have to pick them up.

❐ Decorating sub-committee: Begin construction

 ❐ Begin constructing your Prom decorations!

❐ Invitations sub-committee: Assemble & send

❐ Assemble invitations if necessary.

❐ Address invitations.

❐ Send invitations.

**Sell Tickets**

❐ Prep an area in your school to sell tickets.

❐ Assign committee members to shifts to sell tickets.

❐ Hang your advertising banners and signs.

❐ Submit your final ticket sales to the food/beverage sub-committee.

❐ Your Prom Committee: Regroup and discuss progress

**Meeting #5 2-4 weeks before Prom**

❐ Budget sub-committee: Continue tracking expenses and check with other

 sub-committees to find out if they need help

❐ Entertainment sub-committee: Confirm bookings

❐ Confirm all booked acts at least 2-4 weeks before Prom.

❐ Be sure to have your contact sheet handy to confirm the details discussed at the booking

❐ Favors sub-committee: Confirm bookings & orders

 ❐ Confirm your photographer at least 2-4 weeks in advance.

❐ Be sure to have your contact sheet handy to confirm the details discussed at the booking.

❐ Check your favors and gifts when they arrive. Make sure the order is correct and nothing is broken or damaged.

❐ Food/beverage sub-committee: Confirm caterer

 ❐ If you are providing dinner, call your caterer with a final head count.

❐ Make sure your contact sheet is handy to confirm the details discussed at the booking.

❐ Decorating sub-committee: Continue construction

❐ Invitations sub-committee: Check with other sub-committees to find out if they

 need help

❐ Your Prom Committee: Regroup and discuss progress

**Meeting #6 1-2 weeks before Prom**

❐ Your Prom Committee: Create a Prom Day Plan of Attack & Hold Elections

❐ Draw a floor map to represent where everything will be set up.

❐ Appoint someone to meet and pay each of the following vendors:

 ❐ Photographer

 ❐ Band or D.J.

 ❐ Other Entertainment

 ❐ Photographer

 ❐ Caterer or Refreshment delivery

 ❐ Other

❐ Pick up any last minute supplies.

❐ Create a schedule for the Big Day.

❐ Hold elections for Prom Court. Talley results and present to the prom sponsor for announcement when appropriate. (Will you be announcing before prom or at prom?)

**Meeting #7 PROM!**

❐ Your Prom Committee: Set up for the big night!

 ❐ Bring your schedule and all sub-committee contact sheets.

❐ Work hard and HAVE FUN!!!!