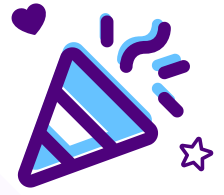




PROM PLANNING CHECKLIST



6 months before

- Form a committee and assign roles
- Choose theme and color scheme
- Set a budget
- Secure venue
- Research and hire DJ and other entertainment
- Brainstorm decorations
- Create a list of materials needed



2 months before

- Finalize the menu and confirm catering
- Begin selling tickets and promoting prom
- Create a prom playlist with DJ
- Confirm all vendors and service providers
- Plan the setup schedule for the day of prom



1-2 weeks before

- Confirm all bookings with vendors
- Organize and pack decorations and supplies
- Send reminders to volunteers and committee



4 months before

- Start planning fundraising events
- Order decorations and other supplies
- Design and order prom tickets
- Create a list of catering options
- Organize entertainment schedule
- Purchase prom favors
- Book photographers and photo booth



1 month before

- Check ticket sales and adjust promoting
- Gather volunteers for setup and clean-up
- Prepare a seating chart (if needed)
- Review your timeline and checklist
- Purchase prom favors



The day before

- Decorate the venue
- Set up any signage and directions
- Set up tables and seating
- Final check with entertainment
- Do a final walk-through

