

# *Prom Checklist*

## 9-12 months before Prom

Select sub-committees

Choose a date, time, and place for Prom

Choose your theme

## 6-9 months before Prom

Establish a budget

Photographer research

Food/beverage: Caterer vs. refreshments

Decorating: Start dreaming

Invitations: Shop, design layout & order

## 4-6 months before Prom

Fundraisers

Book photographer

Food/beverage: What's for dinner?

Decorating: Order materials

Invitations: Advertising

## 4-6 weeks before Prom

Set ticket prices

Choose/vote: The king & queen & court

Favors & gifts

Order refreshments

Decorating: Begin construction

Invitations: Assemble & send

## 2-4 weeks before Prom

Confirm all bookings

Continue constructing and decorating

## 1-2 weeks before Prom

Create a Prom Day Plan of Attack

## Meeting #7 PROM!

Set up for the big night!