



# Worry Free Prom Planner



Make your prom events Worry Free..

This planner will help you stay organized, and be a valued resource for next year's planners as well.

Contents include:

- Timeline
- Committees
- Fundraising Ideas
- Entertainment Resources



# TimeLine

9 Months-1 Year		Notes
	Select Committees	
	Select Date	
	Select Location	
	Select Theme	
	Establish Budget, Open Bank Acct	
	Recruit Parent Volunteers	
<b>6-9 Months Before</b>		
	Start Fundraiser Projects	
	Book Band or DJ	YourEntertainmentPartner.com
	Book Hypnotist	Richard Darshwood
	Games	
	Discuss Door Prizes	
	Book Photo Booth	YourEntertainmentPartner.com
	Book the Venue	
	Select Caterer	
<b>4-6 Months Before</b>		
	Order theme/decorations	
	Select invitation Design	
	Decide on Menu	



Here's a helpful tip - Establish an email account through Gmail that can be used year to year for general communication!  
(example: YourHSprom@gmail.com)

# TimeLine

2-3 Months Before		Notes
	Order all printed materials	
	Book Security and Chaperones	
	Begin Advertising	
	Order Favors and Door Prizes	
4-6 Weeks Before		
	Begin Selling Tickets	
	Preliminary Head Count to Caterer	
	Confirm Entertainment	YourEntertainmentPartner.com
1-2 Weeks Before		
	Finalize Attendees for Caterer	
	Confirm Final tasks w/ committees	
	Get final checks for Vendors	
2-3 Weeks Before		
	Pick up addtl food & beverage	
	Decorate venue	
Prom Day		
	Arrive early for caterer	
	Put up all decorations	
AFTER PROM		
	Bring in & arrange door prizes	
	Assign 1 person to direct entertainment	

## *Suggested Committees*

Name	Description	Chairperson
Budget	Manages the Prom budget. This committee should work closely with all the committees to ensure adequate funding.	
Fundraising	Chooses and executes fundraising activities throughout the year that will help fund Prom	
Decorations	Researches possible Prom themes and colors. Conducts student surveys for theme ideas. 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	Selects food and beverages for Prom night. This might include only snacks and punch or a full-scale, sit-down dinner	
Entertainment	Responsible for any Prom night entertainment and announcements. Arranges for someone to serve as Master of Ceremonies and ensures that the evening's program is followed.	
Publicity	Responsible for advertising Prom. Advertising, Social Media, Posters, Banners.	
Favor/Prize	Researches, chooses and orders Prom favors for attendees, chaperones and volunteers. If door prizes are part of the night's events, this committee is responsible for soliciting prize donations and procuring and distributing prizes at Prom.	
Tickets	Responsible for determining wording for invitations and tickets, as well as ticket sales.	
Royalty Committee	Determines voting method and conducts student voting for Royal Court. Tallies votes and announces winners at Prom	
After Prom	This committee is in charge of planning all school-sponsored post-Prom events.	

# *Fund Raising*



## **How To Easily Raise Funds for your organization:**

In 3 Steps, Put The Fun Back In Fundraising!

EASY AS 123:

1. Chose a date and provide the venue. We provide the tickets, posters, promotional assistance and the show.
2. Promote the show and sell tickets.
3. Enjoy the Show!

You get clean, outstanding, professional entertainers and shows that fit perfectly for your audience. These shows draw the crowds, making ticket sales easy.

What you make depends on how many tickets you sell, and what you sell the tickets for. YOU set ticket prices. It's all in your control. Small fundraisers with small audiences of 100 or less can make \$200-\$1000 and up. With larger audiences of 150 or more, you could make up to \$2000 or more!

We provide everything you need to make your Fundraising successful!

- Tickets
- Posters
- Press Releases
- Social Media Marketing
- Additional Poster and Flyer Templates
- 24/7 support before the event
- Top Professional Acts

Entertainment Options to choose from include:

- Comedy Hypnosis Shows
- Comedians
- Illusion – Stage Magic Shows

Each and everyone guaranteed clean, family friendly entertainment!

We do the work, you sell tickets and make the money!

## *Entertainment Resources*



Use the Resource Guide as a place to start. Keep notes, names and phone numbers.

This guide will also be a perfect tool for next years organizers.



# *NOTES*

# *NOTES*

## *OTHER DOCUMENTS*

If this planner is part of a binder, organize all of your agreements after this page.

The prom and graduation are now over. Time to rest and relax.

Using this planner, you have created a great starting point for next years parents. Congratulations!

We help make your event 'Worry Free'

[www.YourEntertainmentPartner.com](http://www.YourEntertainmentPartner.com)

502-276-3737

PASS THIS ALONG FOR NEXT YEAR!

