



Prom Planning Checklist

12 months

- Schedule Prom Committee Meeting
- Invite Events + Experiences to your Meeting for a Complimentary [Imagine Session](#)
- Choose Date of Prom
- Secure Venue
Need Help? [Venue Selection](#)
- Choose Theme Options
[Click Here](#) for Ideas!
- Set Fundraising Goals

6 to 9 Months

- Create a Budget
[Click Here for Sample Budget](#)
- Fundraising
Need Ideas? [Click Here!](#)
- Choose Theme
Let us create an Inspiration Board!
- Secure Events + Experiences
 - ✓ Theme Decorations
 - ✓ Event Design
 - ✓ Event Planning + Production
 - ✓ Floral Design
 - ✓ Linens
 - ✓ Specialty Lighting
 - ✓ Screen + Projectors
 - ✓ Disc Jockeys
 - ✓ Special Effects
 - ✓ Confetti Canons
 - ✓ Photo Booths
 - ✓ Graphic Design
 - ✓ Fundraising

4 to 6 Months

- Keep Fundraising!
- Research Ideas for Décor
- Review Menu Options + Discuss

2 to 4 Months

- Set Prom Ticket Prices
- Order Invitations
- Menu Tasting
- Mock Presentation of Centerpieces
- Decide on Favors

1 to 2 Months

- Start Selling Prom Tickets
- Order King + Queen Crowns
- Order Prom Favors
- Request Photos for Slideshow

2 to 4 Weeks

- Complete Ticket Sales
- Provide Final Head Count
- Submit Music Selections to DJ
- Complete Slideshow
- Finalize Menu
- Finalize Floorplan
- Finalize Décor
- Finalize Timeline