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PROM CHECKLIST

11 Steps To Planning the Perfect Prom



■ Prom Committee Advisors:

■ Prom Committee Members:

■ Theme: _____ ■ Color Scheme _____

Budget & Fundraising

■ Current Savings: _____

■ Projected Budget: _____

Venue Deposit: _____

Food Deposit: _____ Total: _____

Music Deposit: _____ Total: _____

Decoration Deposit: _____ Total: _____

Photography Deposit: _____ Total: _____

Entertainment: _____ Total: _____

Crowns & Party Favors: _____ Total: _____

Printed Items: _____ Total: _____

Other Costs: _____

■ Total Due & Deposit Dates: _____

■ Fundraising Total: _____

■ Ticket Sales Total: _____

■ Final Budget Total: _____

■ Final Expenses Total: _____

Time & Place

■ Date: _____ Start Time: _____ End Time: _____

■ Venue: _____

Address: _____

Contact: _____

Inclusions: _____

Consultation Packages Available



Email Info@ZoharProductions.com

Amenities: _____

Restrictions: _____

Special Instructions: _____

☐ Payments:

Deposit Paid: _____

Full Payment Paid: _____

☐ Ticket & Guests

☐ Allowed Guests:

Underclassmen: _____

Other Schools: _____

Other Restrictions: _____

☐ Attire & Conduct:

Attire Restrictions: _____

Conduct Policy: _____

☐ Tickets:

Finalize Design _____

Print: _____

Printer Name: _____

Total Cost: _____

☐ Sell:

Time/Dates: _____

Location: _____

Mode: _____

☐ Online:

☐ In Person:

☐ At Door:

Purchase Rules: _____

☐ Total Ticket Sold: _____



Prom Entertainment

Type of Entertainment:

DJ _____

Live Band _____

Other _____

Entertainment Details:

Name: _____

Phone: _____

Deposit: _____

Cost: _____

Hours: _____

Inclusions: _____

Foods

Type of Food:

Sit-down Meal _____

Buffet Meal _____

Appetizers _____

Desserts _____

Beverages _____

Food Vendor: _____

Address: _____

Contact: _____

Menu Items: _____

Beverages: _____

Decorations

Choose Decorations:

Outside: _____

Grand entrance: _____

Main room: _____

Dance floor: _____

Tables & Chairs: _____

Linens: _____

Centerpieces: _____



☐ Purchase Decorations:

Suppliers: _____

Deposit paid _____

Full payment paid _____

Photography/Videography

☐ Hire Photographer or Photobooth:

Name: _____

Contact: _____

Time: _____

Deposit paid: _____

Full payment paid: _____

☐ Videographer: _____

Favors

☐ Choose Favors:

Types: _____

Amount: _____

☐ Purchase Favors:

Seller: _____

Contact: _____

Paid: _____

Prom Court & Special Events

☐ Campaign & Coronation:

Campaign Dates: _____

Campaign Rules: _____

Voting Date: _____

Location: _____

Order Crowns: _____

Order Accessories: _____

Announcer: _____

☐ Prom Court:

King: _____

Queen: _____

Prince: _____

Princess: _____

Duke: _____

Dutchess: _____



■ Prom Walk/March:

Banner/posters: _____

Wristbands: _____

Step and repeat: _____

Other Planning Tasks

■ Planning Tasks:

Sort/Prepare Favors: _____

Sell Tickets: _____

Posters and Advertisement: _____

Make a draft of the event layout _____

■ Prom Promotion:

Banner/Posters: _____

School Media: _____

Invitations: _____

Other: _____

■ Event Volunteers:

Set Up Volunteers:

Chaperones:

Clean Up Volunteers:

Other Volunteers:

After Prom

■ Host Organization: _____

■ Location: _____

■ Address: _____

■ Start Time: _____ End Time: _____

