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## How to Organise a Prom

Proms are exciting events that mark a significant milestone in the lives of high school students. It's a time for celebration, fun, and creating lasting memories with friends. Organising a prom requires careful planning and attention to detail to ensure everything runs smoothly. In this guide, we'll walk you through the essential steps to organise a memorable prom night.

### Introduction

Prom, short for promenade, is a formal dance typically held at the end of the academic year for high school students. It's a special occasion where students dress up in elegant attire and gather to socialise, dance, and enjoy entertainment. Organising a prom is a big responsibility, but with proper planning, it can be a rewarding experience for both organisers and attendees.

### Setting the Date and Venue

The first step in organising a prom is to choose a date and venue. Consider factors such as school schedules, holidays, and availability of venues. Ideally, the prom should be held towards the end of the school year when students are free from academic commitments. When selecting a venue, look for a space that can accommodate your expected number of attendees and fits your budget.

### Creating a Budget

Creating a budget is crucial for ensuring that expenses are kept in check throughout the planning process. Allocate funds for venue rental, decorations, entertainment, catering, and other expenses. Be sure to set aside some contingency funds for unexpected costs that may arise. It's essential to prioritise spending and find ways to cut costs without sacrificing the quality of the event. Your school may set a budget, but it can also be augmented with a donations page (gofundme) tickets for entry, and other fundraising activities throughout the year.

### Theme and Decorations

Choosing a theme sets the tone for the prom and helps tie all the elements together. Consider popular themes such as Hollywood glamour, masquerade ball, or under the stars. Once you've chosen a theme, brainstorm ideas for decorations that fit the theme and enhance the atmosphere of the venue. From centerpieces to photo backdrops, the possibilities are endless.

### Invitations and Tickets

Designing eye-catching invitations builds anticipation for the prom and ensures that attendees are aware of the event details. Include essential information such as the date, time, venue, dress code, and ticket price. Set up an online ticketing system to streamline the ticketing process and track sales effectively. Canva is one online resource great for designing these.

## **Entertainment and Activities**

Entertainment is a key aspect of any prom. Consider hiring a DJ or live band to provide music that appeals to all attendees. Additionally, plan fun activities such as photo booths, dance competitions, or a prom king and queen contest to keep guests engaged throughout the night. Don't plan too much as it can unbalance the event and not give people time to socialise and have fun.

## **Food and Drinks**

Selecting the right catering options is essential for keeping attendees satisfied throughout the event. Depending on your budget and preferences, you can choose from a sit-down dinner, buffet-style meal, or hors d'oeuvres reception. Don't forget to offer a variety of beverage options, including non-alcoholic choices for underage guests. Don't forget food tolerances and vegetarians/vegans. Do a poll to find out what's required.

## **Dress Code and Dress Shopping**

Decide on a dress code that aligns with your chosen theme and communicates expectations to attendees. Whether it's formal black-tie attire or a more relaxed semi-formal dress code, make sure it's clearly stated on the invitations. Encourage students to start shopping for dresses and suits well in advance to avoid last-minute stress.

## **Photography and Videography**

Hiring professional photographers and videographers ensures that the special moments of the prom are captured beautifully. Consider offering photo packages for attendees to purchase as souvenirs of the event. If budget is a concern, designate volunteers to take photos and videos throughout the night. We as a photography company, charge per person ahead of the event for our services. For example for £20 a head, we will have a photobooth there, a roaming photographer and a full studio for formal and fun portraits. Parents will always contribute to this.

## **Transportation**

Arranging transportation for prom attendees is essential for ensuring everyone arrives safely and on time. Consider renting buses or limousines to provide transportation from the school to the venue and back. Make sure to communicate transportation details clearly to attendees in advance. Most people make their own way, but for rural areas you could hire a minibus and have everyone picked up.

## **Safety and Security**

Safety should be a top priority when organising a prom. Implement measures such as hiring security personnel, providing first aid stations, and enforcing rules to prevent underage drinking or other risky behavior. Have a plan in place to handle emergencies and ensure that all attendees feel safe and comfortable throughout the event. Venues will often do this or have recommended security options for you.

### **Prom Committee and Volunteers**

Forming a prom committee comprising students, teachers, and parent volunteers can help distribute responsibilities and ensure that no detail is overlooked. Delegate tasks such as decorations, entertainment, ticket sales, and cleanup to committee members and volunteers. Regular meetings and clear communication are key to a successful collaboration.

### **Prom King and Queen**

The selection of a prom king and queen adds an element of excitement to the event. Consider organising a nomination and voting process to involve the entire student body in choosing the winners. Host a crowning ceremony during the prom to announce the winners and celebrate their achievements.

### **Post-Prom Cleanup**

After the excitement of the prom has passed, it's important to ensure that the venue is left in good condition. Assign cleanup tasks to volunteers and committee members to dismantle decorations, clean up any messes, and return rented items. Thank everyone involved for their hard work and dedication in making the prom a success.

### **Conclusion**

Organising a prom is a challenging but rewarding experience that requires careful planning, creativity, and teamwork. By following these steps and staying organised, you can create a memorable and enjoyable prom night for all attendees. Remember to plan ahead, communicate effectively, and focus on creating an unforgettable experience for everyone involved.

Download our Prom organisers guide book here, for FREE <https://alifetimeshared.co.uk/prom-resources/>

## FAQs

### **1. How far in advance should we start planning the prom?**

Start planning at least six months to a year in advance to ensure ample time for booking venues, vendors, and organising logistics.

### **2. What should we do if we exceed our budget?**

Look for areas where you can cut costs, consider seeking sponsorships or fundraising opportunities, and prioritise spending on essential aspects of the event.

### **3. How can we ensure inclusivity at the prom?**

Consider diverse entertainment options, accommodate dietary restrictions when planning the menu, and create a welcoming atmosphere where all students feel valued and included.

### **4. What should attendees do in case of an emergency during the prom?**

Designate specific staff or volunteers to handle emergencies, provide clear instructions on emergency exits and procedures, and have a first aid kit and emergency contact information readily available.

### **5. How can we encourage student involvement in the planning process?**

Solicit feedback from students on themes, activities, and other aspects of the prom, involve them in decision-making through surveys or focus groups, and offer opportunities for volunteering on the prom committee. Create a free newsletter and get everyone's email address so they can be updated. Sender.net is one we've seen people use.