

The Ultimate

# PROM PLANNING GUIDE



Anderson's<sup>®</sup>  
Inspire. Achieve. Celebrate.

# Your Prom Committee



## Schedule of Meetings

### Meeting #1 9-12 months before Prom

- Select sub-committees
- Choose a date, time, and place for Prom
- Choose your theme

### Meeting #2 6-9 months before Prom

- Budget sub-committee: Establish a budget
- Entertainment sub-committee: Talent research
- Favors sub-committee: Photographer research
- Food/beverage sub-committee: Caterer vs. refreshments
- Decorating sub-committee: Start dreaming
- Invitations sub-committee: Shop, design layout & order
- Your Prom Committee: Regroup and discuss progress

### Meeting #3 4-6 months before Prom

- Budget sub-committee: Fundraisers
- Entertainment sub-committee: Analyze research & book talent
- Favors sub-committee: Analyze research & book photographer
- Food/beverage sub-committee: What's for dinner?
- Decorating sub-committee: Order materials
- Invitations sub-committee: Advertising
- Your Prom Committee: Regroup and discuss progress

### Meeting #4 4-6 weeks before Prom

- Budget sub-committee: Set ticket prices
- Entertainment sub-committee: The king & queen & court
- Favors sub-committee: Favors & gifts
- Food/beverage sub-committee: Order refreshments
- Decorating sub-committee: Begin construction
- Invitations sub-committee: Assemble & send
- Your Prom Committee: Regroup and discuss progress

# Your Prom Committee

## Meeting #5 2-4 weeks before Prom

- Budget sub-committee: Continue tracking expenses and check with other sub-committees to find out if they need help
- Entertainment sub-committee: Confirm bookings
- Favors sub-committee: Confirm bookings & orders
- Food/beverage sub-committee: Confirm caterer
- Decorating sub-committee: Continue construction
- Invitations sub-committee: Check with other sub-committees to find out if they need help
- Your Prom Committee: Regroup and discuss progress

## Meeting #6 1-2 weeks before Prom

- Your Prom Committee: Create a Prom Day Plan of Attack

## Meeting #7 PROM!

- Your Prom Committee: Set up for the big night!



### *Helping Hand Tip*

Some sub-committees may not take the entire meeting time to finish their tasks. If your sub-committee has extra time, help out other sub-committees that may be running behind.

# Your Prom Committee

## Meeting #1

Set up a meeting for your Prom committee about 9-12 months before Prom. Include student volunteers and at least one faculty advisor.

## Select sub-committees

Download Anderson's Prom Planning Guide for each sub-committee!

- Budget
- Invitations/Tickets
- Favors
- Decorations
- Entertainment
- Food/Beverage
- Other

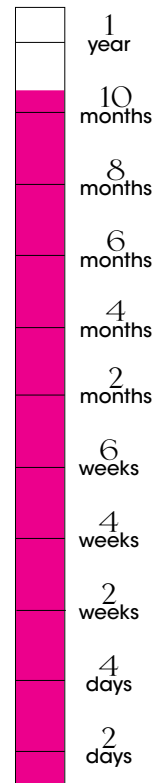
## Choose a date, time, and place

- Decide where to hold your Prom. Be sure to evaluate costs before making a decision.
- Choose a date and time.
- Check that your venue is available for your date and time.

## Choose your theme

- Paris...Hollywood...50s...Disco...Classic Elegance...Tropical...  
Narrow down your list of great theme ideas and choose one that is right for you!

## Prom Countdown Meter



Prom



## GET MORE THEME IDEAS

Download our FREE PDF  
41 Hot Homecoming & Prom Theme Ideas now!

[andersons.com/resources](http://andersons.com/resources)

# Budget Sub-Committee

## Meeting #2

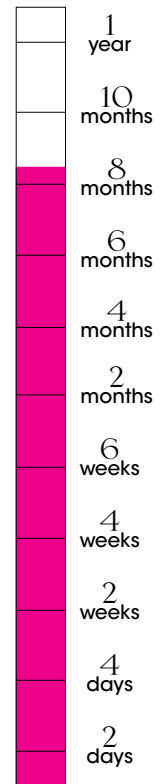
### Establish a budget

- Find out how much money (if any) the school has allotted.
- Forecast a budget for each sub-committee.
- Use worksheet provided or create your own.

### Cost of Prom Worksheet

<i>Sub-Committee Name</i>	<i>Estimated Cost</i>	<i>Actual Cost</i>
Entertainment		
Favors		
Invitations		
Food/Beverage		
Decorations		
Other:		
Other:		
Other:		
<b>TOTAL COST OF PROM</b>		

## Prom Countdown Meter



Prom

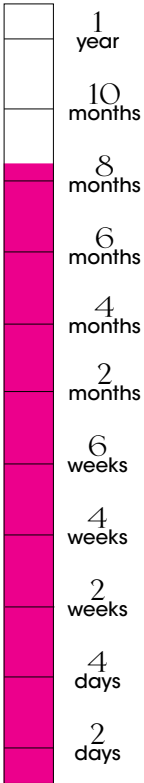
# Budget Sub-Committee

- Estimate how much more money you might need.
  - Money From School
  - Estimated Total Costs
  - Money Left to Raise
- Start a register to keep track of incoming and outgoing money.

## Budget Register

Date	Description of Transaction	Amount Out	Amount In	Balance

## Prom Countdown Meter



Prom

# Budget Sub-Committee

## Meeting #3

### Fundraisers

You can fundraise throughout the year, but if you haven't started already, try to begin at least 4-6 months before Prom. Brainstorm fun new ways to rake in the dough, or use one of these tried and true methods for major money:

- Car Wash—Provide buckets of soapy water, hoses, sponges, and dry towels.
- Talent Show—Got talent? Hold open auditions to gather performers. Sell tickets to parents and the public.
- Prom Walk/Run—Put on your walking shoes! Gather pledges for a 5K walk/run or other challenging event.
- Merchandising—Purchase items with your school's logo and resell them at sporting events and in the school store at a higher price.
- Sponsors—Contact local businesses and ask for donations. Be sure to offer them a gift in return for their generosity.
- Grand March—Host a Grand March at Prom to cover any remaining costs. Charge a small admission to parents & the community.

### Advertise your fundraiser

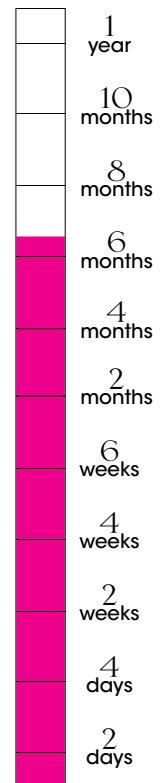
The success of any great fundraiser depends on getting people to come and spend money. So, spread the word!

- Take out an ad in both the school and community newspapers.
- Create banners and signs to hang around your school and town.
- Get a D.J. to announce your event on the radio.

### School store

Don't forget that your school store is a great opportunity to raise funds for Prom. Get your Prom Committee involved with promoting your school store and advertising items around school. Consider ordering new, popular "limited time only" items to sell in the months leading up to Prom 2014.

## Prom Countdown Meter



Prom

# Budget Sub-Committee

## Meeting #4

### Set ticket prices

- Analyze funds and set a price for your Prom tickets.

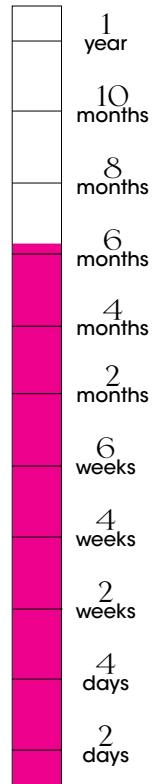


Silver Pocket with Red Insert Invitation  
Item# GN1748R

Silver Pocket with Black Insert Invitation  
Item# GN1748B

Spring Violets Invitation  
Item# P851

## Prom Countdown Meter



Prom





# Entertainment Sub-Committee

## Meeting #3

### Analyze research and book talent

- Evaluate your costs and make sure your choices fit your budget.
- Book your favorite act(s).
- Fill out a contact sheet of essential information.

### Entertainment Contact Sheet

<i>Act Name:</i>
<i>Company or Agent Name:</i>
<i>Contact Person:</i>
<i>Contact Phone Number:</i>
<i>Arrival Date:</i>
<i>Arrival Time:</i>
<i>Arrival Place (be specific):</i>
<i>Cost:</i>
<i>Will payment be made in advance or on the night of?:</i>
<i>Date Paid:</i>

### Prom Countdown Meter



Prom



# Entertainment Sub-Committee

Sharona Tiara  
Item# CE9823

top  
teen  
pick!



Royalty coronation is one of the most entertaining highlights of Prom!

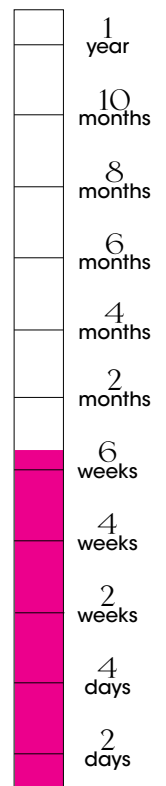
- Plan your coronation ceremony.
- Order your royalty necessities:
  - Tiaras
  - Crowns
  - Sashes
  - Robes
  - Scepters
  - Fedoras
  - Pins
  - Rosettes

## Meeting #5

### Confirm bookings

- Confirm all booked acts at least 2-4 weeks before Prom.
- Be sure to have your contact sheet handy to confirm the details discussed at the booking.

## Prom Countdown Meter



Prom

# Favors Sub-Committee

## Meeting #2

### Photographer research

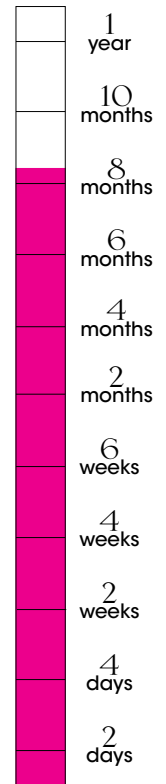
The favor sub-committee is in charge of memories and keepsakes. A photographer will help capture your dream night forever.

- Gather some names of photographers.
- Find out how much they charge and where you can see some samples of their work.

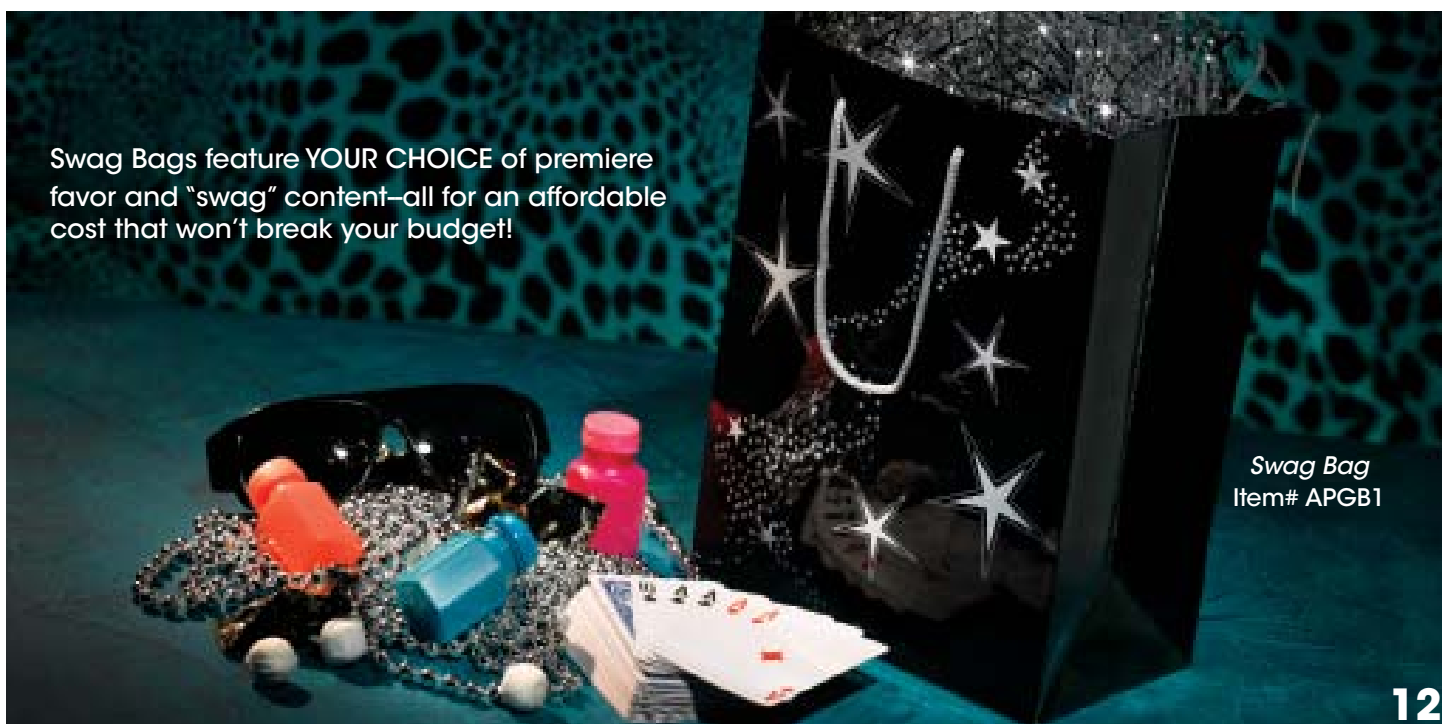
### Photographer Scouting Report

<i>Name</i>	<i>Rating</i> <i>(1-5, 5=best)</i>	<i>Cost</i>	<i>Notes</i>

## Prom Countdown Meter



Prom



Swag Bags feature YOUR CHOICE of premiere favor and "swag" content—all for an affordable cost that won't break your budget!

Swag Bag  
Item# APGB1

# Favors Sub-Committee

## Meeting #3

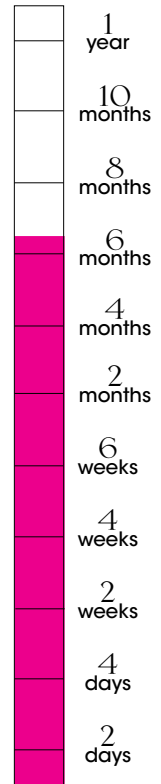
### Analyze research and book photographer

- Evaluate your costs and make sure your choice fits your budget.
- Book your favorite photographer.
- Fill out a contact sheet of essential information.

### Photographer Contact Sheet

<i>Photographer Name:</i>
<i>Company or Agent Name:</i>
<i>Contact Person:</i>
<i>Contact Phone Number:</i>
<i>Arrival Date:</i>
<i>Arrival Time:</i>
<i>Arrival Place (be specific):</i>
<i>Cost:</i>
<i>Will payment be made in advance or on the night of?:</i>
<i>Date Paid:</i>

### Prom Countdown Meter



Prom

# Favors Sub-Committee

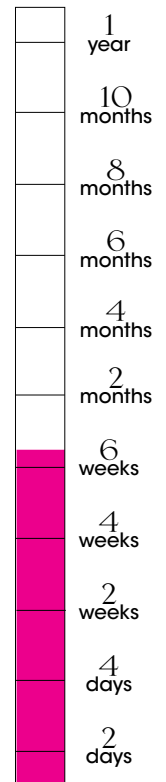
## Meeting #4

### Favors & gifts

- Select gifts to thank your chaperones for volunteering to help make your big night a success.
- Select your Prom favors.
- Create a design to be imprinted on your favors.
- Remember to add your theme name to your design.
- Order favors and gifts at 3-6 months in advance.



## Prom Countdown Meter



Prom

## Meeting #5

### Confirm bookings & orders

- Confirm your photographer at least 2-4 weeks in advance.
- Be sure to have your contact sheet handy to confirm the details discussed at the booking.
- Check your favors and gifts when they arrive. Make sure the order is correct and nothing is broken or damaged.

# Food/Beverage Sub-Committee

## Meeting #2

### Caterer vs. refreshments

- Decide to provide dinner or just some refreshments.
- If you choose to serve dinner, gather some names of caterers.
- Find out how you can get a menu and taste some samples.

### Caterer Scouting Report

<i>Caterer Name</i>	<i>Entree</i>	<i>Rating</i> <i>(1-5, 5=best)</i>	<i>Cost</i>	<i>Notes</i>

### Prom Countdown Meter



Prom

6" Silver Ring Plates  
Item# M41067

5 oz. Tumblers  
Item# 25JC550

9 oz. Tumblers  
Item# 25JC925

Silver Forks  
Item# M45504

Silver Knives  
Item# M45506

Silver Spoons  
Item# M45505

10 1/4" Silver Ring Plates  
Item# M41070

[andersons.com/prom](http://andersons.com/prom)

# Food/Beverage Sub-Committee

## Meeting #3

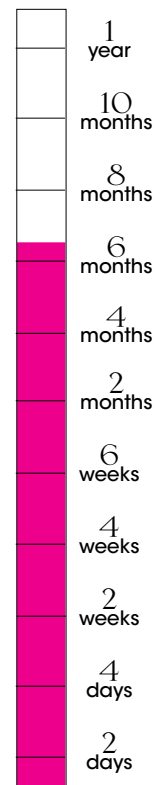
### What's for dinner?

- If you decided to go with refreshments, choose your snacks and beverages.
- If you are providing dinner, analyze your scouting report and choose a caterer.
- Estimate the number of plates you will need to get an idea of cost.
- Make sure the cost fits your budget.
- Fill out a contact sheet of essential information.

### Caterer Contact Sheet

<i>Caterer Name:</i>
<i>Company or Agent Name:</i>
<i>Contact Person:</i>
<i>Contact Phone Number:</i>
<i>Arrival Date:</i>
<i>Arrival Time:</i>
<i>Arrival Place (be specific):</i>
<i>Number of Plates:</i>
<i>Cost per Plate:</i>
<i>Total Cost:</i>
<i>Will payment be made in advance or on the night of?:</i>
<i>Date Paid:</i>

### Prom Countdown Meter



Prom



# Food/Beverage Sub-Committee

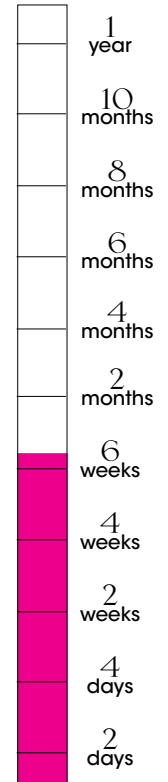
## Meeting #4

### Order refreshments

- If you decided to go with refreshments, order them 4-6 weeks before Prom. Be sure to check if they will be delivered or if you have to pick them up.

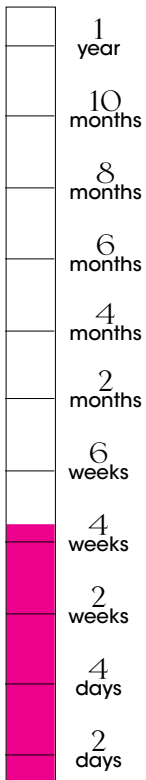


### Prom Countdown Meter



Prom

### Prom Countdown Meter



Prom

## Meeting #5

### Confirm caterer

- If you are providing dinner, call your caterer with a final head count.
- Make sure your contact sheet is handy to confirm the details discussed at the booking.

### *Hungry, Hungry Tip-po*

Keep in mind that there may be last minute replies or no-shows, miscounts, or forgotten people (remember your chaperones!). Try to hedge these unforeseens and make sure you have enough food for everyone and no one goes hungry!



# Decorating Sub-Committee

## Meeting #3

### Order Materials

- Select and order your decorating materials.
- Gather or purchase decorating tools such as scissors, glue sticks, tape, box cutters, etc.

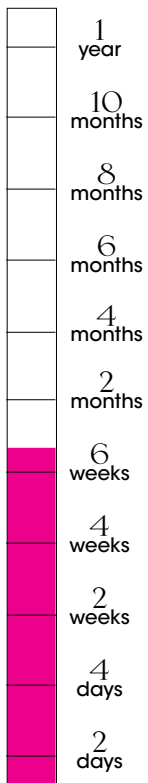
## Prom Countdown Meter



Prom



## Prom Countdown Meter



Prom

## Meeting #4

### Begin Construction

- Begin constructing your Prom decorations!

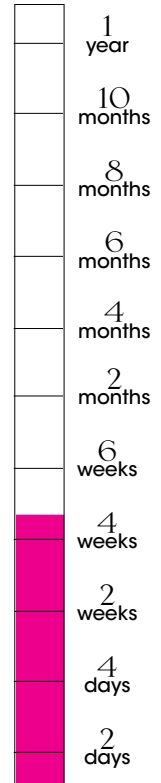
# Decorating Sub-Committee

## Meeting #5

### Continue Construction

- Continue constructing your Prom decorations.

## Prom Countdown Meter



Prom

We've added **colored ladders** by all of our theme kits so you know exactly **how much time** you will need to schedule and **assemble your kits in time for Prom!**

# Invitations Sub-Committee

## Meeting #2

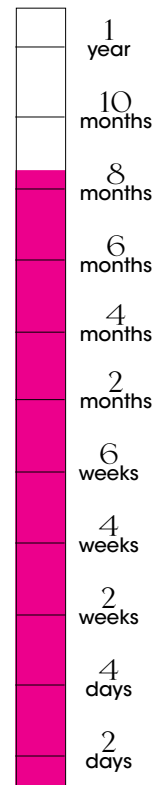
### Design & order

- Select your Prom invitations and tickets.
- Decide what to print on your invitations and tickets.
- Order invitations and tickets.

### Teamwork Tip

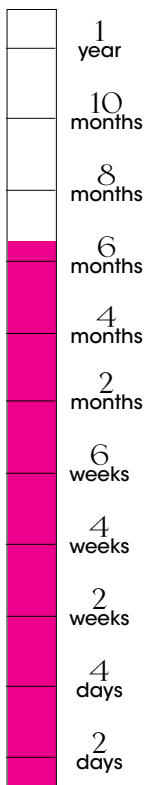
Plan your RSVP deadline to leave enough time for the food/beverage sub-committee to get the final head count to the caterer or refreshment provider.

### Prom Countdown Meter



Prom

### Prom Countdown Meter



Prom



## Meeting #3 Advertising

- Create banners and signs to make students aware of where and when they can purchase tickets and what the deadline is.
- Create banners and signs to get students excited for Prom!

# Invitations Sub-Committee

## Meeting #4

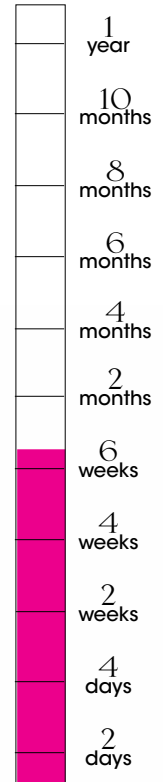
### Assemble & send

- Assemble invitations if necessary.
- Address invitations.
- Send invitations.

### Sell tickets

- Prep an area in your school to sell tickets.
- Assign committee members to shifts to sell tickets.
- Hang your advertising banners and signs.
- Submit your final ticket sales to the food/beverage sub-committee.

## Prom Countdown Meter



Prom



Elegant Damask Invite  
Item# GA5656

insert for  
P876

Gift Wrapped Invite  
Item# P876

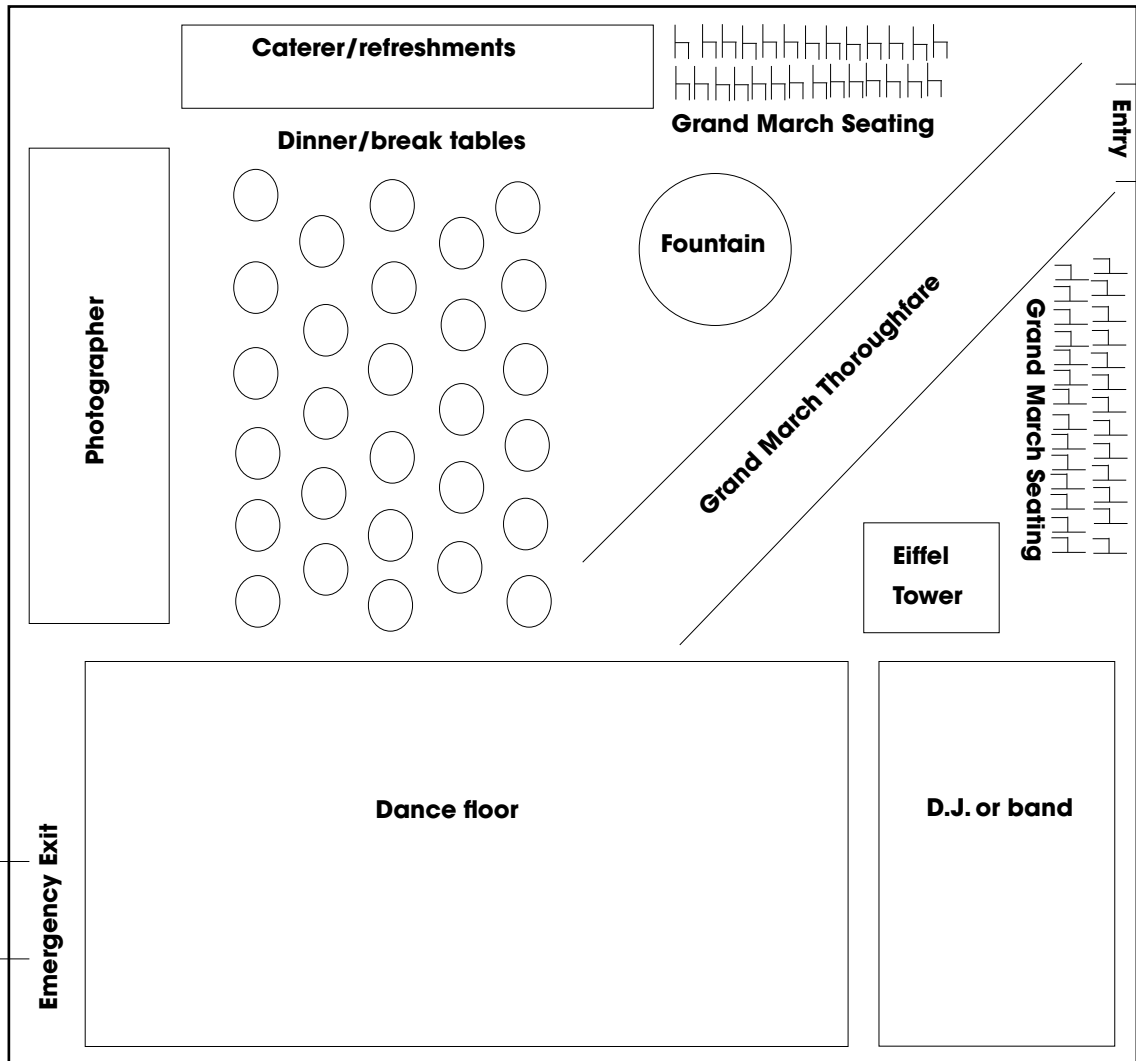
# Your Prom Committee

## Meeting #6

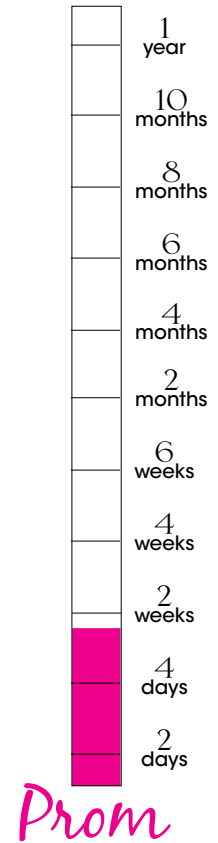
### Create a Prom Day Plan of Attack

- Draw a floor map to represent where everything will be set up.
- Appoint someone to meet and pay each of the following vendors:
  - Photographer
  - Band or D.J.
  - Other Entertainment
  - Photographer
  - Caterer or Refreshment delivery
  - Other
- Pick up any last minute supplies.
- Create a schedule for the Big Day.

### Sample Floor Map



### Prom Countdown Meter



# Your Prom Committee

## PROM!

### Set up for the Big Night

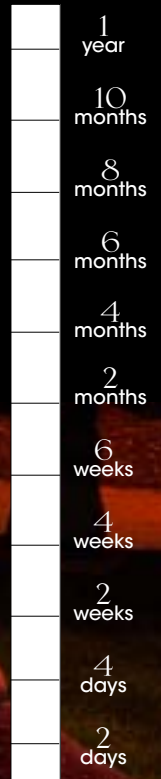
- Bring your schedule and all sub-committee contact sheets.
- Work hard and HAVE FUN!!!!

prom is gonna  
**ROCK!**

HAVE FUN AND  
BE SAFE!

XOXO,  
THE ANDERSON'S  
PROM TEAM

## Prom Countdown Meter



# Prom

## FREE

### Resources!

Check out our blog & online resource center!

[andersons.com/resources](http://andersons.com/resources)

## Need MORE help?

No prob! Give us a call at 1-800-748-7004. Our event planners are here to help you **put the PRO in Prom!**