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## Prom Committee Planner

### Budget:

- Provisional
- Approved
- Finalised

### Photographer:

- Researched
- Booked
- Confirmed\*

### Date:

- Provisional
- Confirmed
- Students Notified

### Tickets:

- Created
- Advertised
- On sale

### Venue:

- Researched
- Visited
- Booked
- Confirmed\*

### Prom Stationery Menu/Place Cards:

- Brief Art Dept
- Printing
- Delivery to venue

### Caterers:

- Researched
- Sampled
- Booked
- Confirmed\*

### Speeches:

- Allocation
- Confirmation

### Parking attendants:

- Allocated

### Entertainment:

- Researched
- Booked
- Confirmed\*

### Security (if needed):

- Allocated

### Room decoration:

- Theme
- Purchase/Creation
- Execution

### Gifts for presentation to staff (if needed):

- Ideas
- Purchase
- Role Allocation

### Clear up:

- Recruitment
- Allocation of tasks

\* Booking should be in writing. A telephone call to confirm all is well at least one week before Prom Night is essential.