

Guide to a Successful Prom Season



Introduction

Planning a prom does not need to be an arduous task. A school event planning checklist can make it simpler than you ever thought possible. Keep reading to gain insights into the components of successful high school events!

4 - 6 Months Ahead of the Event

Planning a major event like a prom takes time and effort. Start your checklist four to six months before the event. This event planning guide should help to ensure the smoothest execution:

- ❑ **Develop a theme and concept.** Brainstorm different ideas for the event theme and then select the one that best aligns with the school's values and interests. The theme should be something that is both fun and relatable to students.
- ❑ **Research and select a prom venue.** Research different venues that are available for the event. Evaluate which one is the best fit. Factors to consider when selecting a venue include location, capacity, cost and availability.
- ❑ **Start building a committee.** Recruit some students and staff members to help plan and execute the event. The committee should have a diverse group of individuals with different skills and interests. This will ensure that you cover all aspects of the event and that the planning process runs well.
- ❑ **Create a rough budget and fundraising plan.** [Create a budget](#) and determine how much money you need to raise to cover the costs of the event. Make a fundraising plan to generate the necessary funds. Begin reaching out to potential sponsors and partners.

3 - 4 Months Ahead

- ☐ **Finalize all details of the event venue.** Make sure that all necessary equipment and rentals are in place. This includes things like:
 - ☐ Tables
 - ☐ Chairs
 - ☐ Lighting
 - ☐ Sound equipment
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
- ☐ **Finalize the budget and fundraising plan.** It is important to make sure that the budget and fundraising plan are complete. Make any necessary adjustments to the plan if needed.
- ☐ **Confirm sponsorship and partnership agreements.** At this stage, it is important to confirm sponsorship and partnership agreements. Reach out to the sponsors and partners to make sure that the arrangements are in place.
- ☐ **Begin creating a marketing and promotion plan.** Create a plan to promote the event to students and the community. This may include things like creating flyers, posters and social media posts. Reach out to local media outlets to promote the event.
- ☐ **Start working on the event schedule and layout.** Plan out the various events and activities that will be part of the event. Make sure to include all necessary details. This includes things like:
 - ☐ Schedule
 - ☐ The layout
 - ☐ Start and end times

2 - 3 Months Ahead

- ☐ **Begin finalizing the decorations** and other necessary items.
- ☐ **Order all necessary supplies** and decorations for the event. This includes things like balloons, streamers and table decorations. Make sure to plan ahead to ensure that all necessary items arrive in time for the event.
- ☐ **Review the event schedule and layout.** This should include things like the order of events and start and end times. Take care of any special arrangements that need to be made.
- ☐ **Begin marketing and promoting the event.** This may involve creating flyers, posters and social media posts. It may also involve reaching out to local media outlets to get the word out about the event.

1 - 2 Months Ahead

- ☐ **Send out event invitations** or create an online registration system.
- ☐ **Create your online event** with ticketing software like [Vanco Events](#) and let the ticket buying begin!
- ☐ **Continue to promote** the prom through various channels.
- ☐ **Confirm any vendors or performers** needed for the event.
- ☐ **Begin preparing any necessary materials or decorations.** This could include things like creating decorations for the event space. Start preparing materials for games or activities that will be taking place during the night.

One Day Ahead

- ☐ **Confirm final details with the event venue, vendors and any performers.** This could involve finalizing details such as:
 - ☐ Arrival times
 - ☐ Set-up instructions
 - ☐ Special requests
- ☐ **Prepare any necessary materials or decorations for the event.** This could include things like:
 - ☐ Setting up tables and chairs
 - ☐ Creating centerpieces
 - ☐ Hanging decorations
 - ☐ Review the prom schedule and layout one more time
 - ☐ Final check of the prom budget and fundraising plan
 - ☐ Review any outstanding bills or invoices
 - ☐ Make sure that all fundraising goals have been met
 - ☐ Gather contact information for all prom committee members, vendors and performers

Day of the Event

It is important to finalize the setup of the prom venue and any necessary equipment. This includes setting up any equipment such as lighting, sound systems, or stage.

- ☐ **Welcome guests** and complete check-in for all attendees, using a tool like [Vanco Events](#) to scan tickets and track entry and exit times.
- ☐ **Monitor the schedule** and make any necessary adjustments. Make sure that all events are running on time or make adjustments to the schedule.



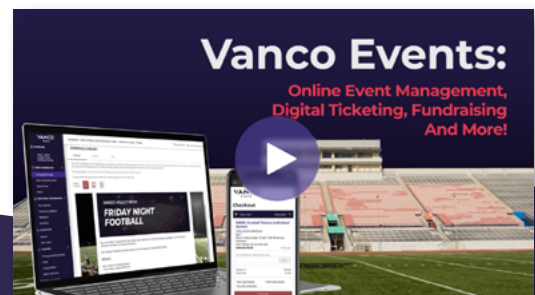
- ❑ **Coordinate with vendors and performers** during the event. Make sure that all vendors have what they need and performers are on schedule.
- ❑ **Take photographs and document the event.** Monitor designated photographer and photo booth set up.
- ❑ **Oversee cleaning up and packing.** This includes cleaning up decorations, breaking down tables and chairs, and packing up any equipment that was used. It's important to make sure that the event space is left in good condition for the next event.
- ❑ **Follow up with guests and vendors** and thank sponsors and partners after the prom. Send thank you notes and touch base with all sponsors, partners and vendors. It's important to show appreciation for everyone who was involved in the event.

Follow This School Event Planning Checklist

This comprehensive school event planning checklist ensures that your event is a memorable and successful event. Whether you're part of the committee or organizing on your own, this event planning template will guide you through the process. It will help you plan a prom that is both fun and financially responsible.

See How Schools Nationwide Are Saving Hours on Event Ticketing.

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