

Prom Planning Checklist

This checklist will help you stay organised and ensure that every aspect of your prom is well-planned and executed. Make sure to fill in the blanks with your specific details and keep track of your progress as you go along. Good luck with your prom planning! Book your Prom photography with us via <https://schoolshots.co.uk/prom-photographer/>

Date:

Venue:

Theme:

Budget: £

SECTIONS

1. Budget Planning

- Determine total budget for the prom: £ _____
 - Allocate funds for venue, decorations, entertainment, etc.
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1. Budget Planning	Budget allocation £
2. Venue Selection	Budget allocation £
3. Theme and Decorations	Budget allocation £
4. Entertainment	Budget allocation £
5. Catering	Budget allocation £
6. Photography and Videography	Budget allocation £
7. Transportation	Budget allocation £
8. Ticketing and Invitations	Budget allocation £

2. Venue Selection

- Research potential venues:

- Contact venues for availability and pricing:

- Venue 1:	_____	Hire Cost	_____
- Venue 2:	_____	Hire Cost	_____
- Venue 3:	_____	Hire Cost	_____

- Venue Booked: (Yes) (No)

Supplier Details:

- Chosen Venue: _____

- Email: _____

- Web Address: _____

- Phone Number: _____

- Pricing Quote: _____

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3. Theme and Decorations

- Choose a theme: _____
- Details of Theme Decorations:

- Order decorations from suppliers:

- Decoration Supplier: _____
- Email: _____
- Web Address: _____
- Phone Number: _____

- Decoration Supplier: _____
- Email: _____
- Web Address: _____
- Phone Number: _____

- Decoration Supplier: _____
- Email: _____
- Web Address: _____
- Phone Number: _____

- Decorations Booked: (Yes) (No)

Supplier Details:

- Chosen Decoration Supplier(S): _____
- Email: _____
- Web Address: _____
- Phone Number: _____
- Pricing Quote: _____

NOTES:

4. Entertainment

- Choose entertainment options (tick all that apply):

- ☐ Hypnotist
- ☐ Photo Booth or Magic Mirror
- ☐ Magician
- ☐ DJ
- ☐ Tarot Card Reader
- ☐ Live Band
- ☐ Karaoke
- ☐ Outdoor Fireworks Display
- ☐ Casino Tables
- ☐ Interactive Games Area
- ☐ Celebrity Lookalike Impersonators
- ☐ Silent Disco
- ☐ Caricature Artists
- ☐ Dance Performances (Ballet, Hip-Hop, etc.)
- ☐ Glow-in-the-Dark Dance Floor
- ☐ Fortune Teller Booth
- ☐ Flash Mob Surprise
- ☐ Virtual Reality Experience
- ☐ Fun Portrait Studio with Printing
- ☐ Other: _____

Chosen Supplier Details:

1. Hypnotist

- Name: _____
- Email: _____
- Web Address: _____
- Phone Number: _____

2. Photo Booth or Magic Mirror

- Name: _____
- Email: _____
- Web Address: _____
- Phone Number: _____

3. Magician

- Name: _____
- Email: _____
- Web Address: _____
 - Phone Number: _____
 - _____

4. DJ

- Name: _____

- Email: _____
- Web Address: _____
- Phone Number: _____

5. Tarot Card Reader

- Name: _____
- Email: _____
- Web Address: _____
- Phone Number: _____

6. Live Band

- Name: _____
- Email: _____
- Web Address: _____
- Phone Number: _____

7. Karaoke

- Name: _____
- Email: _____
- Web Address: _____
- Phone Number: _____

8. Outdoor Fireworks Display

- Name: _____
- Email: _____
- Web Address: _____
- Phone Number: _____

9. Casino Tables

- Name: _____
- Email: _____
- Web Address: _____
- Phone Number: _____

10. Interactive Games Area

- Name: _____
- Email: _____
- Web Address: _____
- Phone Number: _____

11. Celebrity Lookalike Impersonators

- Name: _____
- Email: _____
- Web Address: _____
- Phone Number: _____

12. Silent Disco

- Name: _____
- Email: _____
- Web Address: _____

- Phone Number: _____

13. Caricature Artists

- Name: _____
- Email: _____
- Web Address: _____
- Phone Number: _____

14. Dance Performances (Ballet, Hip-Hop, etc.)

- Name: _____
- Email: _____
- Web Address: _____
- Phone Number: _____

15. Glow-in-the-Dark Dance Floor

- Name: _____
- Email: _____
- Web Address: _____
- Phone Number: _____

16. Fortune Teller Booth

- Name: _____
- Email: _____
- Web Address: _____
- Phone Number: _____

17. Flash Mob Surprise

- Name: _____
- Email: _____
- Web Address: _____
- Phone Number: _____

18. Virtual Reality Experience

- Name: _____
- Email: _____
- Web Address: _____
- Phone Number: _____

19. Fun Portrait Studio with Printing

- Name: _____
- Email: _____
- Web Address: _____
- Phone Number: _____

20. Other: _____
- Name: _____
- Email: _____
- Web Address: _____
- Phone Number: _____

21. Other: _____
- Name: _____
- Email: _____
- Web Address: _____
 - Phone Number: _____
 -

22. Other: _____
- Name: _____
- Email: _____
- Web Address: _____
 - Phone Number: _____
 -

23. Other: _____
- Name: _____
- Email: _____
- Web Address: _____
- Phone Number: _____

Supplier NOTES:

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4a. Speeches and awards

- Prepare speeches for key moments during the prom, such as opening remarks, acknowledgments, and farewells.

NOTES:

- Decide on award categories and prizes for the prom. Typical categories include:

- Prom King and Queen

- Winner: _____

- Prize: _____

- Best Dressed

- Winner: _____

- Prize: _____

- Most Likely to Succeed

- Winner: _____

- Prize: _____

- Class Clown

- Winner: _____

- Prize: _____

- Most Athletic

- Winner: _____

- Prize: _____

- Best Couple

- Winner: _____

- Prize: _____

- Most Artistic

- Winner: _____

- Prize: _____

- Most Musical

- Winner: _____

- Prize: _____

- Most Likely to Brighten Your Day
 - Winner: _____
 - Prize: _____
- Best Smile
 - Winner: _____
 - Prize: _____
- Biggest Heart
 - Winner: _____
 - Prize: _____
- Most Fashionable
 - Winner: _____
 - Prize: _____
- Best Dancer
 - Winner: _____
 - Prize: _____
- Most Charismatic
 - Winner: _____
 - Prize: _____
- Most Likely to Change the World
 - Winner: _____
 - Prize: _____
- Life of the Party
 - Winner: _____
 - Prize: _____

Feel free to customise these categories and prizes to suit your prom's theme and preferences.

5. Catering

- Choose catering options (buffet, plated dinner, etc.):

- Buffet
- Plated Dinner
- Food Stations
- Canapés and Finger Foods
- Dessert Bar
- Food Trucks
- Other: _____
- Other: _____
- Other: _____

Supplier Details:

- Chosen Caterer(s): _____
- Email: _____
- Web Address: _____
- Phone Number: _____
- Pricing Quote: _____

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6. Photography and Videography

- Research photography and videography services:

- **Individual Portraits:** Photographs taken of each attendee as they arrive for a glamorous entrance.

- **Group Photos:** Group shots of friends, couples, and entire classes to capture memories.

- **Red Carpet Photos:** Pictures taken of guests as they walk the red carpet.

- **Candid Shots:** Natural and spontaneous photos capturing the atmosphere and interactions during the event.

- **Formal Posed Photos:** Posed portraits of couples or groups in front of prom-themed backgrounds.

- **Photobooth:** Various photobooth types, such as classic, mirror, GIF, or green screen.

Contact photographers/videographers for packages and availability:

Dont forget us! We can cover all of the above!

Supplier Details:

- Chosen Photographer/Videographer: _____

- Email: _____

- Web Address: _____

- Phone Number: _____

- Pricing Quote: _____

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7. Transportation

- Arrange transportation for prom attendees (if needed):
- Contact transportation companies for quotes and availability:
 - Transportation Company: _____
 - Email: _____
 - Web Address: _____
 - Phone Number: _____
- Transportation Company: _____
 - Email: _____
 - Web Address: _____
 - Phone Number: _____
- Transportation Company: _____
 - Email: _____
 - Web Address: _____
 - Phone Number: _____
- Transportation Booked: (Yes) (No)

Supplier Details:

- Chosen Transportation Company: _____
- Email: _____
- Web Address: _____
- Phone Number: _____
- Pricing Quote: _____

NOTES:

8. Ticketing and Invitations

Design and print prom tickets:

printer _____

- Email: _____
- Web Address: _____
- Phone Number: _____
- Create and send out invitations:

- Track RSVPs: _____ out of _____ received.

NOTES:



9. Prom Committee Coordination

- Assign tasks to prom committee members:

These tasks cover the essential responsibilities of a prom committee in planning and executing a successful prom event.

1. Theme Selection	Assigned to - _____
2. Venue Selection	Assigned to - _____
3. Budget Management	Assigned to - _____
4. Decoration Planning	Assigned to - _____
5. Ticket Sales and Distribution	Assigned to - _____
6. Entertainment Booking	Assigned to - _____
7. Catering Arrangements	Assigned to - _____
8. Photography and Videography	Assigned to - _____
9. Promotional Activities	Assigned to - _____
10. Transportation Coordination	Assigned to - _____
11. Ticketing and Seating Plans	Assigned to - _____
12. On-Site Logistics	Assigned to - _____
13. Safety and Security	Assigned to - _____
14. Clean-Up and Post-Event Evaluation	Assigned to - _____

- Hold regular meetings to update progress:

- Date/Time: _____
- Date/Time: _____
- Date/Time: _____
- Date/Time: _____

NOTES:

10. Final Preparations

- Confirm all bookings with suppliers:
-
- [] Venue
- [] Decorations
- [] Entertainment
- [] Catering
- [] Photography/Videography
- [] Transportation
- [] Security

Create a timeline for prom night:

We give an example here:

- 6:00 PM - 7:00 PM: Arrival and Red Carpet Welcome
 - Guests arrive and walk the red carpet for a glamorous entrance
 - Welcome drinks and light refreshments served
 - Individual photos taken by a photographer for viewing later
- 7:00 PM - 8:00 PM: Cocktail Hour and Socialising
 - Guests mingle, socialise, and enjoy hors d'oeuvres
 - Photo opportunities at the photo booth or portrait studio
- 8:00 PM - 8:30 PM: Speeches
 - Opening speeches or presentations
- 8:30 PM - 9:30 PM: Dinner Service
 - Buffet-style dinner or formal plated dinner served
 - Background music played by a live band or DJ
- 9:30 PM - 10:00 PM: Entertainment and Activities
 - Various entertainment options such as dance performances, magic shows, or casino tables
 - Guests participate in fun activities like karaoke or silent disco
- 10:00 PM - 1:00 AM: Dancing and Party Time
 - Dance floor opens with music played by a live band or DJ
 - Guests dance and enjoy the celebration
- 12:00 AM - 1:00 AM: Late-Night Snacks and Last Call
 - Late-night snacks served, such as mini hot dogs or pizza
 - Last call for drinks
- 1:00 AM: Event Conclusion and Farewell
 - Guests bid farewell and depart
 - Clean-up and breakdown of event space

Our Prom Timeline:

11. Post-Prom Evaluation

Gather feedback from attendees and committee members:

A suggested form for this is provided below

****Prom Evaluation Form****

Name of Evaluator:

1. Overall Satisfaction:

- Rate the overall satisfaction with the prom event on a scale of 1 to 5 (1 being very dissatisfied, 5 being very satisfied):

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5

2. Theme:

- Did the chosen theme enhance the prom experience? Please provide feedback:

3. Venue:

- Rate the venue choice and facilities:

- ☐ Excellent
- ☐ Good
- ☐ Average
- ☐ Below Average
- ☐ Poor

- Any comments or suggestions regarding the venue:

4. Entertainment:

- Rate the entertainment provided (e.g., music, performances, activities):

- ☐ Excellent
- ☐ Good
- ☐ Average
- ☐ Below Average
- ☐ Poor

- Suggestions for improving entertainment:

5. Food and Beverage:

- Rate the quality and variety of food and beverages:
 - ☐ Excellent
 - ☐ Good
 - ☐ Average
 - ☐ Below Average
 - ☐ Poor
- Any comments or suggestions regarding the catering:

6. Decorations:

- Rate the decorations and ambience:
 - ☐ Excellent
 - ☐ Good
 - ☐ Average
 - ☐ Below Average
 - ☐ Poor
- Feedback on the decor and ambience:

7. Ticketing and Logistics:

- Were ticketing and logistical arrangements smooth and efficient? Please provide feedback:

8. Communication:

- Rate the communication regarding prom details and updates:
 - ☐ Excellent
 - ☐ Good
 - ☐ Average
 - ☐ Below Average
 - ☐ Poor
- Suggestions for improving communication:

9. Value for Money:

- Do you feel that the prom event offered value for money? Please provide feedback:

10. Suggestions for Improvement:

- Any additional comments or suggestions for improving future prom events:

Thank you for taking the time to complete this evaluation form! Your feedback is valuable in enhancing future prom experiences.

Evaluate budget vs. actual expenses:

Budget	Actual

–

Extra links

Floor plan generator www.floorplanner.com

Our prom photography services <https://schoolshots.co.uk/prom-photographer/>