



Prom Planning Checklist

School Name: _____ Event Date: _____

Theme: _____ Location: _____

Event Marketing:

- ☐ Banners
- ☐ Buttons
- ☐ Custom Balloons
- ☐ Invitations
- ☐ Locker Magnets
- ☐ Paint & Banner Kits
- ☐ Sandwich Signs
- ☐ Tickets
- ☐ Window Chalk
- ☐ Wristbands

Fundraising:

- ☐ Bags
- ☐ Bottles
- ☐ Buttons
- ☐ Fundraising Sets
- ☐ Sunglasses



Grand March:

- ☐ Aisle Runners
- ☐ Balloons
- ☐ Banners
- ☐ Decorations
- ☐ Gossamer
- ☐ Lights
- ☐ Themes
- ☐ Tickets
- ☐ Wire Structures

Coronation:

- ☐ Arches
- ☐ Balloons
- ☐ Columns
- ☐ Crowns
- ☐ Mini Lights
- ☐ Pins/Medallions
- ☐ Robes
- ☐ Rosettes
- ☐ Sashes
- ☐ Scepters
- ☐ Throne Kits
- ☐ Tiaras
- ☐ Trophies

Dance:

- ☐ Admission Wristbands
- ☐ Background Paper
- ☐ Balloons
- ☐ Banners
- ☐ Centerpieces
- ☐ Curtains
- ☐ Gift Bags
- ☐ Gossamer
- ☐ Invitations
- ☐ Lights
- ☐ Memory Books
- ☐ Place Cards
- ☐ Program Covers
- ☐ Streamers
- ☐ Tassels
- ☐ Tickets
- ☐ Themes
- ☐ Wire Structures

Favors:

- ☐ Backpacks
- ☐ Candy
- ☐ Frames
- ☐ Glassware
- ☐ Key Tags
- ☐ Mugs
- ☐ Photo Cubes
- ☐ Playing Cards
- ☐ Sunglasses
- ☐ Swag Bags
- ☐ Water Bottles

After Party:

- ☐ Admission Wristbands
- ☐ Background Paper
- ☐ Balloons
- ☐ Banners
- ☐ Decorations
- ☐ Favors
- ☐ Gift Bags
- ☐ Gossamer
- ☐ Metallic Sheeting
- ☐ Tableware
- ☐ Themes
- ☐ Tickets



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