2013 Prom planning guide

How can we earn more money for Prom?
When should we order invitations?
We need decorating advice
How can we make sure we stay on budget?
Every detail is important

It’s time to start planning Prom 2013! Easier AND more spectacular Proms can be achieved with our Anderson’s Prom Planning Guide! It will help you get organized and stay organized so you don’t miss a single detail. All you have to do is sit back and dream. Here we go...
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
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.
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!
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

<table>
<thead>
<tr>
<th>Sub-Committee Name</th>
<th>Estimated Cost</th>
<th>Actual Cost</th>
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<tbody>
<tr>
<td>Entertainment</td>
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<td>TOTAL COST OF PROM</td>
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Prom Countdown Meter

- 1 year
- 10 months
- 8 months
- 6 months
- 4 months
- 2 months
- 6 weeks
- 4 weeks
- 2 weeks
- 4 days
- 2 days

Get Social with Anderson’s!
facebook.com/andersons4teens

VIDEO SOLUTIONS
youtube.com/andersons
Estimate how much more money you might need.

Money From School

\[
\text{Estimated Total Costs} \quad \text{Money Left to Raise}
\]

Start a register to keep track of incoming and outgoing money.

**Budget Register**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Transaction</th>
<th>Amount Out</th>
<th>Amount In</th>
<th>Balance</th>
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Anderson's®
CUSTOMER REWARDS

Over $2,220,000 earned by Schools!

Earn money back for your kids and your school!

[ Anderson's.com/rewards ]

YOU
COULD BE OUR NEXT
COVER TEEN!

[ Anderson's.com/contests ]
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.

BUY NOW!
Pay Later

- Find fundraising products imprinted with your school name and mascot here: www.andersons.com/fundraisers
- Find custom printed banners to advertise your fundraiser here: www.andersons.com/banners

Find hundreds of Pink Out product ideas online!
Meeting #4  
Set ticket prices

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

Prom Countdown Meter

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<th>4 months</th>
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Budget Sub-committee

Ask a date to PROM
CONTEST
How did YOU ask?

andersons.com/contests
Meeting #2

Talent research

Since Prom is all about dancing, you’ll definitely need some music.

☐ Gather some names of music providers (bands, D.J.s).

☐ Decide whether you will need any additional entertainment.

☐ Find out how much each act costs and where they’ll be playing their next gig.

☐ Scout acts in person before booking.

<table>
<thead>
<tr>
<th>Act Name</th>
<th>Type of Act</th>
<th>Rating (1-5, 5=best)</th>
<th>Cost</th>
<th>Notes</th>
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Prom Countdown Meter

1 year
10 months
8 months
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2 days

Get Social with Anderson’s!
facebook.com/andersons4teens

VIDEO SOLUTIONS
youtube.com/andersons
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

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Act Name:</td>
<td></td>
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<tr>
<td>Company or Agent Name:</td>
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<td>Contact Person:</td>
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<td>Contact Phone Number:</td>
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<td>Arrival Date:</td>
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<td>Arrival Place (be specific):</td>
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<td>Cost:</td>
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<td>Will payment be made in advance or on the night of?:</td>
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<td>Date Paid:</td>
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</table>
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.

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

☐ Plan your coronation ceremony.

☐ Order your royalty necessities:
  - Tiaras
  - Crowns
  - Sashes
  - Robes
  - Scepters

same day SHIPPING!
When you order by 1 pm, EST.
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

<table>
<thead>
<tr>
<th>Name</th>
<th>Rating (1-5, 5=best)</th>
<th>Cost</th>
<th>Notes</th>
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Swag Bags feature YOUR CHOICE of premiere favor and "swag" content—all for an affordable cost that won’t break your budget!

www.andersons.com
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

Photographer Name:

Company or Agent Name:

Contact Person:

Contact Phone Number:

Arrival Date:

Arrival Time:

Arrival Place (be specific):

Cost:

Will payment be made in advance or on the night of?:

Date Paid:

Prom Countdown Meter

1 year
10 months
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2 days

PROM

Prom Sable Swirl Base Flute
Item# GX303
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.

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.

• Find the most fabulous favors & chaperone gifts here: www.andersons.com/favors
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

<table>
<thead>
<tr>
<th>Caterer Name</th>
<th>Entree</th>
<th>Rating (1-5, 5=best)</th>
<th>Cost</th>
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Food/Beverage Sub-committee

6" Silver Ring Plates
Item# M41067

10 1/4" Silver Ring Plates
Item# M41070

Silver Forks
Item# M45504

Silver Knives
Item# M45506

5 oz. Tumblers
Item# 25JC550

9 oz. Tumblers
Item# 25JC925

Silver Spoons
Item# M45505
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

<table>
<thead>
<tr>
<th>Caterer Name:</th>
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<tr>
<td>Company or Agent Name:</td>
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<td>Contact Person:</td>
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<td>Arrival Place (be specific):</td>
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<td>Number of Plates:</td>
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<td>Cost per Plate:</td>
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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.

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!
Meeting #2

Start dreaming

- Brainstorm ideas for decorations that complement your theme.
  Write down the list and draw sketches.
- Think of ways to create your ideas & any materials you might need.
- Estimate your costs and make sure they fit your budget.

Decorations Cost Worksheet

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<tr>
<th>Materials Needed</th>
<th>Estimated Cost</th>
<th>Actual Cost</th>
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TOTAL COST OF DECORATIONS

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<th>1 year</th>
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<th>2 weeks</th>
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PROM
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

Meeting #4
Begin Construction
☐ Begin constructing your Prom decorations!

• Find the decorating materials that can create your dreams here:
  www.andersons.com/themes
  www.andersons.com/decorations
Meeting #5

Continue Construction

- Continue constructing your Prom decorations.

Prom Countdown Meter

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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!

SnaP it!

VIDEO SOLUTIONS

Learn how to decorate like a pro! Get more decorating ideas at q.andersons.com/hs-youtube
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!

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.
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

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Splish Splash Invite Item# P863
Starring “2013” Invite Item# P864
Best Year Ever Invite Item# P841

Anderson’s
LIVE
CHAT
online assistance
andersons.com
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

1 year
10 months
8 months
6 months
4 months
2 months
6 weeks
4 weeks
2 weeks
4 days
2 days

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!

Prom Countdown Meter

- 1 year
- 10 months
- 8 months
- 6 months
- 4 months
- 2 months
- 6 weeks
- 4 weeks
- 2 weeks
- 4 days
- 2 days

Have fun and BE SAFE!

XOXO,
The Anderson's
PROM TEAM

Need MORE help?

No prob! Give us a call at 1-800-328-9640. Our event planners are here to help you put the PRO in Prom!

Get Social with Anderson's!
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