

# Prom Planning Checklist

School Name \_\_\_\_\_

Event Date \_\_\_\_\_

Theme \_\_\_\_\_

Location \_\_\_\_\_

**Event Promotion**

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

**Fundraising**

- Bags
- Bottles/Drinkware
- Buttons
- Fundraising Sets
- Sunglasses
- T-shirts and Apparel

**MORE**  
Fundraising ideas  
and FREE down-  
loadable planner  
online!

**Grand March**

- Aisle Runners
- Balloons
- Banners
- Decorating Fabric
- Decorations
- Lights
- Theme Separates
- 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
- Decorating Fabric
- Gift Bags
- Invitations
- Lights
- Memory Books
- Place Cards
- Program Covers
- Themes
- Wire Structures

**Favors**

- Backpacks
- Candy
- Technology
- Frames
- Glassware
- Key Chains
- Mugs
- Photo Cubes
- Playing Cards
- Sunglasses
- Swag Bags
- T-shirts
- Water Bottles

**After-Party**

- Admission Wristbands
- Background Paper
- Balloons
- Banners
- Decorating Fabric
- Decorations
- Favors
- Gift Bags
- Metallic Sheeting
- T-shirts
- Tableware
- Themes
- Tickets