

# Timeline for Prom Event

Here is a prom planning guideline. Most schools have their proms/grads in May and June. Obviously if yours is earlier you will need to bump your schedule back a bit.

**Important tip:** Hotels, banquet halls, DJs, caterers etc. book up fast. The earlier you book things the better the chance that you will get what you want.

## SEPTEMBER

- Select Grad Committee. Elect secretary, treasurer, chair & co-chair.
- Set up grad files and ask the school for use of a bulletin board.
- Start building a calendar of events and project budget.
- Choose the date for your main event.
- Short list for banquet site completed.
- Start fundraising events.
- Begin grad video (if applicable).

## OCTOBER

- Make sure you get an invitation to the SafeGrad Workshop in November and BE SURE TO REPLY! Talk to your school's Public Health Nurse if you do not get an invitation.
- Keep fundraising!
- Survey students to find out what they want their prom to include. Think about menu, theme, music etc...
- Decide on reception site and book it.

## NOVEMBER TO DECEMBER

- Plan to attend the SafeGrad Workshop in London for ALL schools in London-Middlesex, St. Thomas-Elgin and Oxford.
- Keep fundraising!

## DECEMBER TO JANUARY

- Exams! Study and relax a bit.

## JANUARY

- Start fundraising again!
- Revisit your budget...see if you're on track!
- Make a short list for grad night themes.

## FEBRUARY

- Keep fundraising!
- Decide on Grad night theme and decorations.
- Make a short list of disc jockeys, caterers, & photographers. Begin to book them as soon as possible.

## MARCH

- Absolute last chance to book your preferred banquet site!
- Design tickets.
- Make plans now with retailers for fashion show as a fundraiser and to highlight SafeGrad.
- Have you booked DJ, catering, photographer and other services?  
Keep fundraising, you're almost there!

## APRIL

- Plan fashion show.
- Arrange for videos and/or speakers for assemblies (e.g. "For the Record" video, OSAID assembly, MADD, etc.).
- Last chance to book services.
- Set prom ticket price (check where you are with your budget).
- Finalize grad tickets and print.
- Sign contracts with all services.

## MAY

- Organize grad show and/or activities (e.g. Prom King/Queen, fun awards for "Most likely to be millionaire", etc.) and slide shows or entertainment.
- Sell and distribute grad tickets.
- Hold assembly informing grads about the details of their big night.
- Assign tasks to grad night volunteers and make sure everyone knows their job.
- Contact your local Health Unit for audio-visual resources for assemblies and announcements
- Host alcohol and drug awareness assembly in cooperation with OSAID, Student Council, and/or MADD and your local public health unit.
- Hang posters and make announcements promoting responsible behaviour (e.g. NO drinking and driving)

## JUNE

- Start selection and begin organizing next year's Grad committee.