

Northome School Prom Advisor Proposal

As the 2026-2027 school year prom advisors we will assist the Junior and Senior class in the planning and execution of prom. We will follow the below timeline to ensure that all plans are executed. Students will enjoy a beautiful and safe event and all staff and family members will be well informed of the schedule of events of the evening. We also will plan and stick to the budget determined by the Junior class.

Schedule

1. September
 - a. First meeting of the year (Advisors Plan/Schedule)
 - i. Date of Prom
 1. Generally the first Saturday in April
 - ii. Budget
 1. Current Funds
 2. Concessions
 3. Fundraisers
 4. Donation Requests
 - iii. Theme
2. October
 - a. Prom Advisors
 - i. Reach out to Kelliher prom advisor to touch base and discuss current plans.
 - b. Second meeting decisions (Advisors Plan/Schedule)
 - i. Vote
 1. Theme
 2. Venue
 - a. If at school fill out a facilities use form
 3. Date
 4. Fundraisers
 - a. Date of fundraiser
3. November
 - a. Prom Advisors
 - i. Book Venue
 - ii. Book DJ
 - iii. Start a list of donation requests
 - b. Third Meeting
 - i. Plan and vote on catering
 - ii. Plan decor
 - iii. Check in on fundraisers if doing any

4. January

a. Prom Advisors

- i. Start ordering decor
- ii. Book caterer
 - 1. If cutlery and plates are not provided by caterer make an order for those
- iii. Make donation requests

5. February

a. Prom Advisors

- i. Continue ordering and planning decor
- ii. Make transportation request with the school board
- iii. Ask for a beverage donation
- iv. Reach out to Kelliher prom advisor to update and coordinate plans
- v. Decide on the cost of tickets
- vi. Decide safely guidelines for this year (Work with Kelliher)
 - 1. Age limits (14-20?)
 - 2. Driving
 - 3. Can you leave and come back
 - 4. ect.

b. Fourth meeting

- i. Design for the prom TShirts
- ii. Decide on sophomore class M.C. (they attend prom for free)
- iii. Go over current budget

6. March

a. Prom advisors

- i. Check in with vendors
- ii. Check on supplies/decor
- iii. Send out permission slips 4 weeks prior to prom to ensure you get t shirt order sizes
- iv. Order tshirts (ASAP)
- v. Decide if you need any additional chaperones
- vi. Create a timeline for the evening

b. Fifth meeting

- i. General check in
- ii. Get a list of volunteers for set up and break down
- iii. Decoration committee if DIY'ing

7. Two Weeks Before

a. Prom Advisors

- i. Send vendors a schedule of the evening
- ii. Send DJ any announcements that should be made through the evening
- iii. Post details on facebook and have Juleen put the announcement in the paper

- iv. Write prom script for the M.C.
- v. Inventory and pack all supplies and decorations

8. Week before

- a. Prom advisors
 - i. Collect checks to give to vendors
 - ii. Account for all prom ticket money and deposit it into prom account
 - iii. Check in with students/volunteers/chaperones
 - iv. Check in with Kelliher advisor

9. Day before

- a. Decorate venue if possible
- b. Check in with vendors
- c. Drop off all supplies/tshirts

10. Day of

- a. Arrive early at venue to make sure everything is ready and meet any early vendors
- b. Greet students and get them lined up for Grand March
- c. Ensure the evening stays on schedule and that students are being safe and enjoying the evening
- d. Clean as the night progresses
- e. Pass out t shirts
- f. Wrap up the evening and ensure students have a safe ride home

11. Day after

- a. Clean Up
- b. Bring back all school items

12. Week After

- a. Wrap up meeting
 - i. Send thank you cards to all who volunteered or donated
 - ii. Have an after prom recap
 - iii. Meet with Alissa to check in on budget and current funds left in the account
 - iv. Plan for next year!