

8-Step Formal Plan

The following 8-Step plan will get you started on the road to a great formal...

1/ Find a responsible adult.

A "responsible adult" is someone like a Teacher, Year Advisor, Principal, Deputy or Parent. This should be someone who has had at least some form of organisational experience in the past.

This person will be the one who will be checking over, and signing official documents like Terms & Conditions, Booking Forms, Contracts, Event Orders and so on. This will be the person who acts as the contact for us to liaise with to get this formal happening.

A "responsible adult" should NOT be a friend, older sibling or stranger who has just recently turned 18.

2/ Form a committee.

There will be quite a few decisions that will need to be made. It's best to have a small group of "switched-on" buddies that can act as a team.

Firstly - the number should be 3, 5 or 7 people. An odd number is best so there's no stalemate when it comes time to vote on anything. This way every decision will be made on the spot and there's no time wasted. Time is precious!

Make sure your "responsible adult" is on the committee too, or at least present to advise during meetings if possible.

3/ Elect a Captain.

Every team needs to have a leader. Appoint one by whatever means you find fair. The head of the committee will be responsible for keeping track of ALL paperwork and details. They'll be the one who divides up any tasks and keeps the committee up to date with the way things are going.

Ideally, your "responsible adult" would be a very good choice but that's up to you.

4/ Invite your School to get involved.

Your School, believe it or not, has a marvellous set of resources that may be just waiting for you to tap into.

Firstly, talk to your year advisor. See if he / she can approach the School's officials and ask for help on your behalf. If you don't have an advisor, talk directly to the Principal or Deputy. Some Schools are only too willing to lend a hand if they are shown how responsibly you approach the process of planning an event like a formal.

They can give you access to things like Computer Hardware and printers, offer guidance on problems, act as a collection point for important data, and even sometimes provide the initial deposit you'll need to make the booking.

There may be a newsletter or publication the school issues periodically that may be a great advertising point to get the word out to your fellow students about the formal and help boost ticket sales.

ON THE OTHER HAND....

Some Schools get REALLY nervous when you start talking about their involvement in formals. That's quite understandable when you think about it. In those cases, you can always direct the concerned people to our web site where they can read the information we've published about the things THEY'RE most concerned about.

Remember! If the school doesn't want to support the formal, you don't need their help, or even their permission to hold one.

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8-Step Formal Plan (Continued)

5/ Think-Tank your formal dreams.

There's an old saying "if you don't know where you're going, you'll wind up some place else".

It's important that you define a clear set of ideas about how you want your formal to look and feel in advance so that you also devise a realistic budget for what each ticket should cost.

This is ideally something to be discussed between the formal committee members only, and NOT the whole year. If you open this to the year group, you'll end up with way too many opinions and reaching decisions will be impossible.

6/ Talk to your year.

It's really important to keep your year informed about the "major" decisions the committee is making on their behalf. They will, after all, be the ones you expect to buy tickets.

Getting them excited about the formal from the beginning is the best way to make sure they all buy their tickets early and save you chasing them when deadlines approach.

7/ Raise your deposit.

You'll need to have deposit money to place your bookings. Initial deposits for all Prom Night Events formals are \$1000.

Many Schools are willing to provide your deposits for you but if the School can't do that, you may need to organise some form of fundraising event yourself. We have a list of fundraising suggestions to help out in these sorts of cases.

There are many great ideas for how you can raise your deposit money but you'll need to work fast. formal venues will only hold your booking for a week or so before you have to pay the deposit, or else lose the booking on the date you initially wanted.

8/ Contact Us.

Now that you have everything in place, you're more than ready for us to fit you to the best venue and package options for your dream formal. That little extra preparation time makes the process smooth the rest of the way.

It's easy to get an accurate estimate. We need to speak with you first so give us a call or fill in the appropriate form, which can be found on our web site at prom.com.au to get the ball rolling.

As soon as you get in touch with us, we'll assign an Event Manager to you immediately so you can go over the details together. If you need a meeting, we can book you in to our viewing room.

You'll be shown a full multimedia presentation of how your formal can look in your chosen venue. You can also have a virtual tour of the best venues to suit your needs. Our Event Managers can give you an accurate estimate on the spot and arrange proposals to be dispatched the same day.

Remember!

You'll only have one shot to get this right so good planning, from the very beginning, will help to ensure a success.

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