

Your prom plan

Set the limits, confirm the essentials, and keep the details in one place.

Print both pages and write in your own dates and amounts. Keep contact details private.

Event date and location

Ticket deadline / price

Arrival time / required ticket or ID

School rules / accessibility needs to confirm

Budget for the complete evening

Spending limit: _____ Currency: _____ Agreed with: _____

For cost rows: paid + still due = expected. Include tax and delivery; keep reserve separate.

Item	Expected	Paid	Still due	Who pays
Ticket				
Outfit				
Alterations / repairs				
Shoes / accessories				
Hair / makeup				
Transport				
Food / photos				
Other				
Unallocated reserve				
TOTAL				

Keep reserve inside the spending limit. It is unallocated money, not a bill still due.

If a cost rises, reduce the reserve or another item before committing above your limit.

Return / cancellation deadlines and costs still to check

Before you book: confirm the full price, what is included, the date, and the cancellation terms.

Your prom plan

Work backward from the event, then confirm how the evening will run.

Dates and appointments

Use actual school and supplier deadlines. These are planning prompts, not required lead times.

Task	Deadline / time	Confirmed details
Ticket / guest approval		
Outfit ready / final fitting		
Hair trial / appointment		
Photos / indoor backup		
Other		

Transport and people to contact

Outbound ride / departure time

Return ride / pickup time and place

Driver / pickup contact and phone

Backup trusted adult and phone

Meeting point / plan if a phone is unavailable or arrangements change

Before leaving

- ☐ Ticket and any required ID are ready; phone is charged.
- ☐ Outfit, shoes and hairstyle have passed a comfort and movement check.
- ☐ Necessary personal items fit the venue bag rules.
- ☐ Outdoor photo plan includes shade, clothing and sunscreen as needed.
- ☐ Both rides and backup contact are confirmed; everyone has a seat belt.
- ☐ Driver will stay sober and focused; no riding with an impaired driver.
- ☐ Photo preferences and permission to share pictures are agreed.

For evidence and fuller instructions: yenra.com/prom/

Road-safety source: nhtsa.gov/teen-driving/driving-tips-prom-season