

# Surrey Proms Guide

## *Organiser checklist*

### **Car Hire and coaches [make a stylish arrival!](#)**

Top tip- Always ask if they have experience in providing cars for prom nights and ask to see pictures from past events.

Company booked

Contact details

Action notes

Deposit required?

Cost

### **Catering [Choose your favorite food.](#)**

Top tip - our best advice is to order for  $\frac{3}{4}$  of the number of guests invited, this will reduce wastage and keep your costs down. Remember to also include well indicated vegetarian food options.

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## **Evening wear – Girls [Find your perfect dress!](#)**

Top tip - When you do find your dream dress, remember to consider what shoes you are wearing so take pair of heels with you when trying on. If possible, go shopping with a friend so that you can have a second opinion and don't rush to order to the first dress you like!

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## **Evening wear – Boys [Dress to impress!](#)**

Top tip- Remember to try and order your suit nice and early as hire shops will have high demand at this time of year

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**Find a Venue** you shall go to the ball!

If you have chosen to hire a venue, here are a few important questions that need to be asked.

- How many people can the venue hold? .....
- Are you allowed to bring in your own caterers- and if so, what storage/preparation areas and equipment is available? .....
- Are they licensed for music? .....
- Is there adequate parking? (For parents to drop off their children) .....
- Are you allowed to decorate the venue? .....
- Do they have an in-house DJ and what additional cost does that entail? .....
- Do they hold suitable Public Liability insurance? .....
- Does the venue conform to health and safety requirements? .....
- Can the venue help with internal styling to help create a theme? If so, is there additional cost for this? .....

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**Hair and beauty** select your style

Top tip- Department stores will sometimes do free mini makeovers so that you can try out a new look or colour without having to invest unless you really love the look.

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## **Live Entertainment**   [Go live](#)

Top tip - Perfect accompaniments might be a magician for some close up magic, or maybe a mobile casino using tokens and offering a gift for the person with the highest score at the end? Caricature artists and jugglers are also increasingly popular.

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## **Music**   [Book your DJ](#)

Top tip- Why not send round a note to all pupils asking them to each add their favourite 3 tunes? This will give the DJ a few ideas to ensure that everyone gets to dance to their favourite song. If you are doing the music yourself, make sure that you include quite a broad range of genre so that there is something for everyone and don't forget to add a few slow dances in the mix!

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## **Photography** **Capture the moment!**

Top tip - When choosing a photographer, make sure that he is professionally qualified to avoid disappointment after the event. Make sure you find out how they operate beforehand, do they require use of backdrops and special lighting? Do they know your venue? Have you briefed them fully about timings? How will guests be able to order photos? What are the costs? Do your homework before hand to get the best package possible to keep prices down.

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## **Pimp my prom** **Finishing touches**

Once you have all the essentials in place, you might want to consider what else you can have at your event to make it a unique experience for everyone!

Budget allowing, there are many breathtaking extras that you can add to make your prom a night to remember! From ice sculptures and candy floss machines, to chocolate fountains, helicopters and celebrity impersonators – the list is almost endless!

Check out our Essex contacts in this category and see what added extras you can include in your prom to make the party go with a real swing!

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## **Venue styling & decorating** **Decorate your venue**

Top tips - If you are using an external venue for your prom, then your venue may well be already decorated to a high standard, but do speak to them about it anyway, as they may have additional décor they can add to make for a more glamorous evening. If you are planning to hold your prom within your school hall or gym you may want to consider adding a bit of sparkle to create a really special atmosphere for the pupils. Simple ideas could be decorative fabrics draped over all tables with a scattering of glittery stars added. There are lots of local hire companies in Essex that will provide a multitude of lovely, low cost items, such as silver or gold sprayed trees and coordinated wall drapes. Don't forget to also speak to your DJ about what special lighting effects he or she can provide to create a great atmosphere.

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## **Videography** **Your proms night on film**

Top tip - A DVD is a fantastic keepsake to have and a good quality DVD makes an excellent gift for family and friends. It's important to make sure you know in advance how much each DVD copy will cost. In Essex, there are lots of Videographers that have plenty of experience in filming proms night, make sure you speak to these people first.

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