Prom After Party Planner

Fill this in before ordering supplies or booking entertainment.
For a school event, add the name of the person responsible for each task.

PLANNING DECISION	YOUR PLAN	NAME
Theme and main activity		
Guest count and RSVP deadline		
Spending limit		
Location and weather backup		
Arrival window and finish time		
Food, drinks, and dietary needs		
Supplies to buy or borrow		
Setup, food, activity, and cleanup helpers		
Host contact and supervision plan		
Pickup and transportation arrangements		