

STUDENT MATRIC DANCE / PROM

PLANNING CHECKLIST

Task	Recommended Timeline	Notes
Form a student planning group	6 months before event	Collaborate with classmates to divide responsibilities
Set a theme for the dance	5 months before event	Choose a theme that excites your grade
Start fundraising activities	5 months before event	Consider bake sales, raffles, car washes
Budget for your outfit, tickets, and transport	4 months before event	Plan ahead to manage costs
Book hair, makeup, and transport	3 months before event	Secure bookings early to avoid disappointment
Setup a personal Evtwall	3 weeks before event	Customize your wall and prepare to invite friends and family
Share your Evtwall RSVP link for send-off	3 weeks before event	Invite family and friends to join your pre-prom celebration digitally or in person
Share your Evtwall main link with family and friends	On the day of the event	Family and friends can upload selfies, video toasts, and messages
Finalize your outfit and accessories	2 weeks before event	Confirm all bookings and outfit fittings
Confirm transport and arrival time with your group	1 week before event	Make sure everyone knows where and when to meet
Enjoy the matric dance and make memories!	Event day	Capture photos and videos, participate in quizzes, and celebrate