

Thank you for your request. I hope you find this special report valuable and it makes the planning of your Prom easier. Consider printing out this special report and distributing it to others on the committee and including it in the file for future Prom planners.

If you should have any questions feel free to contact me.

Sincerely,

Travis Hollestelle

Now on to your special report...

How to Coordinate a Successful, Safe, Sober Prom  
Party Your Students Will Remember Forever!

By

Travis Hollestelle

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The new Proms - Having fun and keeping students safe!  
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The job of planning a Prom is a task that requires effort, organization and attention to detail. The goal of this special report is to provide a time saving map to your success, a step by step outline you can follow that will maximize your efforts and lead to your Prom success!

Within this special report we have packed highly dense information that you can begin applying immediately.

So, the Prom is fast approaching, let's begin...

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Prom Party Overview - Making memories that last a lifetime  
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Not long ago "organized" Prom parties were unheard of.

In fact, not long ago (and still in some geographical areas) there would be a dance, and either after or before the dance, the students would get together on their own and have extra curricular events.

Many times these events were not of a suitable nature. They may have rented a house and had a party, there could of been alcohol or drugs or other activities that put the kids at risk.

Many times this involved dangerous, risky behavior.

And with that risky behavior came terrible events that impacted Proms and lives.

Now we have options, now we have "Prom Parties."

Depending on your geographical area you may have what is called:

NOTE: What you title your event is unimportant, I'm providing the general titles so that you can understand The difference between geographical areas.

POST PROM/ AFTER PARTY/ ETC:

At these events the students are kept safe all night and the events of the party take place following the dance.

PRE-PROM PARTY:

Many schools have started to offer “Pre-Prom Parties.”  
At these functions the students arrive early for their dance,  
enjoy a formal dinner as a group, and also have entertainment.

The entertainment is the draw to get the kids there early, and  
eliminate the pre-dance risky behavior.

#### TRADITIONAL PROM:

Many of the standard Proms have started to add extras to  
their dances to keep their kids entertained and on site.

Regardless of how your event is structured, or what it is called,  
The objectives are all the same, the desire to reduce  
dangerous activities and increase the fun the students have.

The successful Prom is one that will be well attended,  
safe, fun and substance free and that will create memories  
that last a lifetime.

It is a great reward for students that are passing into  
adulthood and provides peace of mind to the parents and loved  
ones knowing the kids are enjoying themselves in a rewarding, safe  
manner.

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#### Budgeting and Determining Your Prom Possibilities - Getting the Most Bang for Your Schools Dollar!

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Preparing a budget for your event is critical for a  
successful outcome. You will need to determine if you are  
going to charge the kids to attend or fund raise and make  
attendance complimentary. In either case you must begin with  
an approximate budget figure. That will dictate your options  
and later you can refine your specific budget as you  
determine your specific funds and expenses.

Answer the following questions: What is your approximate  
budget for your Prom? How much total is potentially

available to finance your Prom. How many individuals are attending your event? Now divide your budget by the number of individuals attending to determine your per person cost.

The price per person can vary greatly from between \$15.00 to \$125.00 per person. Your budget will dictate whether your event will be held at your school, at a hotel, health club, offer door prizes, types of entertainment, types of food, awards, etc. For right now determine the approximate total budget for your event and break it down to it's per person amount. As your planning continues you will have firm budget numbers to rely on.

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Selecting Your Prom Party Event Site  
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If your event is on your school site, then you need only consider the decor of your room. If it is to be off site, begin to compile a list of possible venues. After compiling a list of venues, send the sales department of each property a Request For Proposal (RFP) outlining the requirements of your event. The RFP can include such information as the preferred dates for your event (it is best to give a couple different possibilities), the amount of space you require, the range of acceptable rates, requirements, a tentative agenda, and the amount and type of space needed.

This information will help the site decide whether it is able to host your function according to your specifications. Be as specific as you can with regards to your budget. These individuals know what they can provide and how to cut costs to maximize your budget for your attendees.

Based on the responses to your RFP, narrow down the field and arrange to inspect the sites you're considering. Things to consider during a site inspection: overall appearance, amenities, swimming pool, work out area, basketball, court games, space available, accessibility for people with disabilities, kitchen, type of events you want to host on

site, etc.

If you cannot inspect the site in person, a detailed questionnaire will suffice. Also, many sites have web sites that include layouts of their available space.

The earlier you book your site the more options you will have. After determining whom best will serve you, negotiate a written contract that outlines everything! Deposit procedures, method of payment, space, and cancellation policy.

Some terrific sites to consider include: health clubs, YMCA's, naval bases, casinos, hotels, university halls, and of course, right on your own schools campus.

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Creating An Entertainment Schedule that Rocks!  
Awesome, Safe, Suitable Prom Entertainment...  
Your Key to Your Party Success!  
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Now it is time to determine your students desires. What would your attendees enjoy? Brainstorm, perhaps even survey your students. Would they enjoy games? Inflatable games? Live Band? DJ? Swimming? Pizza? Pasta? Would they like to win prizes or enjoy live entertainment that will have them laughing and applauding with audience participation?

Your event has limitless possibilities. It could be a theme night, a step back into the 1920s, the 1950s, even the 1970s. You could stage a Broadway musical, host a murder mystery, or a safari. Think futuristic, historical, or wild west.

Perhaps your guests would enjoy personal entertainment. Consider having someone analyze your guests handwriting and describe their personalities or draw caricatures that the students can take home with them. Would your attendees enjoy a sit down meal or a buffet? A Palm Reader? Ice

skating? Casino games? A Velcro wall?

Most parents find the most important entertainment aspect of a Prom party that we are involved with is the music and an audience participation show.

Music is so important to the kids and captures this period of their life. The audience participation show always becomes the most talked about event of the party, and the least expensive when compared to other events that service the entire student body!

So, let your imagination run wild, confined only by what is appropriate for your students. Think of all your options...and your students...

Remember, you want to provide an event your attendees will want to be present at so you draw maximum attendance and fun while achieving your objectives of a safe sober Prom.

Consider your full evenings entertainment and appeal to everyone across the board.....

Events should be planned for groups and events should be planned for individuals. Appeal to everyone's interests. Have a lot going on at all times. If some students want to talk and relax have a area they can, if others want to sing karaoke have a separate area that is available. Your entertainment schedule is very important to your students.

Music, dancing, fun, inflatables, games, and shows will make or break your Prom party!

A bad entertainment schedule will wreck your event! If your entertainment schedule does not keep your students attention they will get bored, start creating their own games, or worse, leave.

The good news is, an outstanding entertainment schedule can provide a, team building occurrence and will provide a group community experience that will later be talked about and remembered for years.

We know, we perform at a number of high school reunions for groups that we performed at for their Prom parties years earlier. They talk about their Prom Parties and remember fondly for years the fun they had, who was hypnotized, what they did when they were, etc.!

Keep your students interested, stimulated, and appeal to their interests! You will receive the credit, compliments, and satisfaction from students and parents alike.

Ask yourself, what type of events would your students enjoy?

Would they like to:

- \* Laugh?
- \* Participate?
- \* Are the events suitable for the students?
- \* Is the content appropriate?
- \* Is it appealing to students?

Here is a list of specific events/ areas that can/ do appeal to Prom Party students. this list is provided to give you ideas and should be considered with regard to your students interests:

(This list is based on what we have seen from across the many cities we perform, your Prom may differ in what events you provide)

For your consideration:

- \* Swimming
- \* Racquetball
- \* Inflatable games (Velcro wall, bungee run, etc.)
- \* Casino games
- \* Door Prizes
- \* Parent directed games

- \* Basketball

Highly recommended activities for a successful Prom Party:

- \* Audience Participation Show
- \* Music (live band, DJ or both)
- \* Food (the more the better)

Why are these three activities necessary for a outstanding Prom Party?

### Food

Food....well that is a given. You can provide potato chips, salads, pizza, sub sandwiches or all but at different times throughout the evening.

### Music

Music captures this period in your students life. They will listen to this music and forever connect it to their high school years. You may have a DJ or live band. Some groups prefer both. You can also have karaoke.

### Audience Participation Show

Your students love to laugh, participate and watch their friends up onstage. This type of show allows them to do that!

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Maximizing your Attendance - Attracting the kids to  
your event for a safe, fun Prom Party!  
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It is now time to begin promoting your event to your students. If nobody attends, all your work and your safe and fun Prom objectives go unsatisfied!

Earlier you determined what your students would enjoy, now it is time get the word out and let everyone now they will have a terrific time!

If you are providing a theme event, let them know! If you are having prize drawings, get the word out! If you are having a climbing wall, publicize it.

If you are having a Hypnosis Show, promote it, your Students will line up for your event!

Let your guests know what to wear. What activities will be going on. Consider keeping some of the activities secret....so you are continually surprising the students throughout the event.

Utilize every aspect of your event schedule to maximize your attendance! Get your students excited! Otherwise, they will not attend!

Putting together a Prom Party using this report and utilizing these techniques and you will have a large attendance that is excited for your terrific celebration!

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Your Prom Party Success...The Big Day!  
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The Prom day has arrived and all your effort will soon be realized! Rely on your support staff and committees. Murphy's law will always try to catch you unprepared, however, you will be ready to head off any problems and present a terrific event!

Have a lot of great (to the kids) music playing, activities constantly going and schedule popular events that the kids will enjoy and you will have a can't fail, huge hit of a

Prom Party!

As you are seeing your event come to fruition, you can take pleasure in the fact that the students are safe, having fun and will have memories that last a lifetime!

Congratulations on a job well done.

Other Considerations.....

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A Professional Event Planner Can Help  
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Professional event planners know the ropes. Their experience and creativity can help make your Prom Party a success and can be especially useful in overcoming unforeseen obstacles. There are even some event planners that specialize just in Prom Parties.

We work with a number of terrific companies and would be happy to recommend some for your area. Call (888) 223-4211 for more information.

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What to Ask Your Prospective Event Planner  
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It's important to understand that quality always varies. You don't want to secure the services of a firm that does more harm than good, just because they are cheaper. Yet, you don't want to secure the services of a firm just because they are the most expensive.

When interviewing event planners for your project, you might ask some of the following questions:

1. How long has your company been in business?
2. How many years of experience do you have in planning special events?
3. Do you have photos documenting your work?
4. Are you fully staffed? How many employees do you have?
5. Can you be reached on weekends and after hours?
6. Who will be the contact people for my event?
7. Who will be on-site during my event?
8. What is your schedule of payments?

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What to Ask Your Prospective Stage Hypnotist  
or Your Event Planner Providing a Stage Hypnotist  
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When interviewing your prospective hypnotist or speaking to your event planner regarding the stage hypnotists they are offering you, be sure to ask them the following questions:

1. Are they a solo act that is not as safe as working with an assistant that is keeping an eye on the kids at all times and insures a safe event for everyone.
2. Are they licensed to practice hypnosis?
3. Are they insured to practice hypnosis?
4. Are they a professional stage hypnotist?
5. How long have they been a professional hypnotist?
6. How long is their show?
7. Do they belong to any professional affiliations?  
Such as the National Guild of Hypnotists for instance.
8. Do they have a demo video?

Make sure you are always retain the services of a professional hypnotist that has experience with Prom events.

If you get a hypnotist that is use to working comedy clubs or bars they are going to be doing material not appropriate for your audience or parent supporters. Always, get a demo video

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Conclusion  
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You are well on your way to providing a wonderful Prom event! It will be an event that will achieve your safety and celebration objectives and satisfy your student desires.

Thank you very much, and have a successful Prom!

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About your Author, Stage Hypnotist Travis Hollestelle

As the President of Sleepy 1 Inc.,  
Travis has helped hundreds of schools make  
their Prom parties a success, creating  
happy, laughing audiences and memories parents  
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