Prom Chaperone Task Checklist

Phase 1: Pre-Prom Preparations

☐

Complete background check.

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Attend mandatory pre-prom briefing with school staff.

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Review venue layout, including all emergency exits and safety protocols.

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Ensure your communication device (walkie-talkie or phone) is fully charged.

Phase 2: Arrival & Check-in

☐

Arrive at the venue 30–60 minutes prior to the event start time.

☐

Assist with the student check-in process (e.g., verifying tickets, checking the guest

list).

☐

Monitor the entrance for any early issues, such as signs of intoxication or significant

dress code violations.

☐

Confirm the exact location of first-aid kits and the Automated External Defibrillator

(

AED

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Phase 3: During the Event

☐

Circulate through all key areas during the event (dance floor, restrooms, hallways,

and exits).

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Consistently and fairly enforce all school rules (no substances, appropriate behavior,

dress code).

☐

Coordinate regularly with other chaperones and security staff to ensure full

coverage.

☐

Be visible and available for any student questions or concerns.

☐

Record any incidents with clear, objective details and report them promptly to the

lead administrator.

Phase 4: Conclusion & Post-Event

☐

Monitor dismissal to ensure all students leave the venue safely at the end of the

event.

☐

Participate in the post-event debriefing session with school staff to review the

evening.