

# Proviso West Prom Information Packet

## General Prom and Ticket Purchase Questions:

Contact Ms. Gordon, Room C323 or email: [jgordon@pths209.org](mailto:jgordon@pths209.org)

Print Name: \_\_\_\_\_

**Theme:** Midnight Rose  
**Date:** May 31, 2024  
**Time:** 6:00 – 11:00 PM  
**Venue:** Venuti's Italian Restaurant & Banquet Hall  
2251 W Lake St,  
Addison, IL 60101  
**Cost:** \$120 \*Tickets Available Online through April 28, 2024\*

**\*There is a Service for online payments.**  
**All Tickets are nontransferable. NO REFUNDS – No Exceptions**

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

### Prom Guest Information:

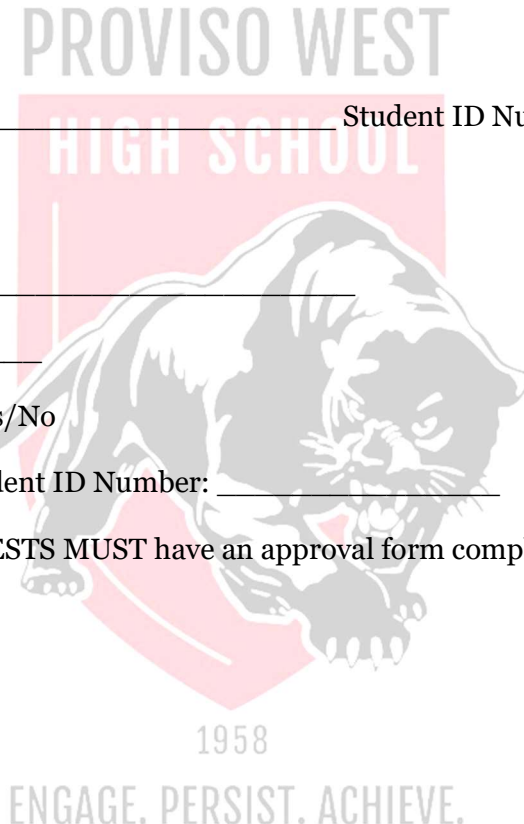
Guest's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

PWHS Student: Yes/No

IF YES, then include Student ID Number: \_\_\_\_\_

ALL ATTENDEES & GUESTS MUST have an approval form completed before purchasing a ticket.



### Prom Checklist:

- Senior Prom Attendee Confirmation Form
- Senior Prom PWHS Student Guest Confirmation Form
- Senior Prom PWHS Student OUTSIDE Guest Confirmation Form with photocopy of valid ID

Notes: \_\_\_\_\_

**Proviso West High School**  
**Prom 2024 GUIDELINES & Dress Code**

**Please read these guidelines very carefully.**

Seniors, Prom is a very special and **elegant** night. In an effort to create a memorable and **dignified** evening of which we can be proud, we are asking that your attire reflects the maturity of the graduating class of 2024. You will be required to arrive to Prom in **appropriate formal wear**. To help ensure that everyone is appropriate, you are required to adhere to the dress code. *If you are in violation of this dress code, you will not be admitted to Prom and no refund requests will be granted. **No exceptions.***

Take these criteria to your parents and to your designer so that they may help to ensure that you are in compliance with this dress code. It is your responsibility to make sure your guest, if not a student at Proviso West, is in compliance with the dress code as well. All students will be asked to remove all jackets and coats before entering the Prom.

***Prom Dress Code Guidelines***

- **Formal Attire and Dress Shoes are required**
  - Examples: Dress, Suit, Tuxedo, Dress Slacks and Dress Shirt with Sport Coat, Dress Shoes
- No gym shoes, jeans, sweats, athletic wear, baggy or low-riding pants (Wear a Belt!)
- Headwear/Hats: Only formal hats (derby, top hat) are permitted. No sports hats, doo rags, bandanas
- Stomach area must be covered. No exposed midriffs
- Strapless and Spaghetti Strap dresses are allowed
- Take care to make sure your garments fit properly to avoid wardrobe malfunctions.
- No extreme necklines. Individuals wearing low-cut dresses, deep or plunging necklines, or unbuttoned shirts will not be admitted. No cleavage or openings below the chest area.
- If the back of your outfit is open, then the back **should not** be LOWER than your waist.
- Dresses or Skirts should meet the fingertip test, being NO HIGHER THAN the tip of your longest finger with your arm straight down. This is a criterion that is required in school each day.
- Splits or Slits in dresses or skirts should meet the fingertip test, being NO HIGHER THAN the tip of your longest finger with your arm straight down.
- Sheer (see-through) apparel is not permitted if it exposes areas that should be covered.
- No exposed undergarments. All undergarments should be covered.
- No clothing that would cause a disturbance of any kind
- No spandex-type or jersey-type dresses, skirts, pants, or jumpsuits
- No gang or drug paraphernalia or any kind
- No airbrushed, spray painted or RIP clothing of any kind
- If you or your guest violate any terms of this dress code, **you will not** be allowed to enter Prom.
- A picture should be submitted if you are not sure if your Prom Outfit meets the Prom Dress Code. All questions about dress code should be directed to Ms. Gordon  
***IF IN DOUBT...GET APPROVAL!***

Jackets, shawls, other cover-ups, and clothing items will not be allowed to bring your outfit into compliance with the dress code. Essentially, your outfit should meet the requirements BEFORE adding any type of cover-up. You will be asked to remove your outer coat, jacket, and any other covering before entering the Prom.

**\*\*\*If you are unsure about your design or if your outfit meets the Prom Dress Code, you may bring the picture of your outfit to Ms. Gordon in room C323 or e-mail questions to [jgordon@pths209.org](mailto:jgordon@pths209.org) \*\*\***

## **2024 Senior Prom Guidelines**

Prom is a school-sponsored activity that is provided for mature and responsible Proviso West High School students and the mature and responsible guests of Proviso West High School students. It is the consensus of the students, staff members, and administrators who contribute to the preparation of these guidelines that the responsibility for good behavior lies with the persons for whom this event was planned (seniors and their guests). It is, therefore, the responsibility of the individuals who plan to attend the Prom, to carefully read and to have their parent/guardian carefully read these guidelines.

Individuals who attend the Prom must sign and must have their parent or guardian sign the Proviso West High School Senior Prom Confirmation Form indicating that they have read the guidelines and agree to abide by them.

### **Who May Attend?**

1. Any Proviso West High School senior with at least 17 credits who is also in good standing with the Proviso West administration is eligible to purchase a ticket and attend the Prom in accordance with these guidelines, as long as community service hours are complete, and the student is in good disciplinary standing.
2. All students must submit the confirmation form to the Asst. Principal for Student Success in order to secure clearance/permission to attend the Prom.
3. Any Proviso West High School freshman, sophomore, or junior is eligible to attend Prom as the invited guest of an eligible senior if the student is in good disciplinary standing.
4. Any current or former high school student who has not exceeded the age of twenty (20) years old, may attend Prom as the invited guest of a Proviso West High School senior, with approval.
5. All students must comply with the Prom Dress Code.
6. All participants must have a Prom Confirmation Form signed by all appropriate parties prior to purchasing tickets. In addition, all invited guests (who are not Proviso West students) **MUST** have a picture ID and approval on file with your Asst. Principal for Student Success, Ms. Jones by April 30, 2024 and BEFORE tickets may be purchased.
7. All attendees must present a valid ID (School ID, State ID or Driver's License) in order to enter the Prom.

### **Guest Information:**

1. PWHS Seniors are only allowed to bring 1 guest to the Prom.
2. All attendees must present a valid ID in order to enter the Prom.
3. Any current or former high school student who has not exceeded the age of twenty (20) years old, may attend Prom as the invited guest of a Proviso West High School senior, with approval.
4. Any Proviso West High School freshman, sophomore, or junior in good standing is eligible to attend Prom as the invited guest of an eligible senior.
5. Guests from visiting schools are to secure clearance from their School Principal to ensure that they are in good standing with their school. Be sure to allow ample time for your School Principal to review and sign the form entitled 2024 Senior Prom Outside Guest Confirmation Form.
6. When submitting your outside guest confirmation form, you must present a photocopy of your guest's picture ID (can be issued by the state or their school). Copies are subject to approval by Ms. Jones, Asst. Principal for Student Success. Guests may be requested to present their ID in person for approval.

## **Expectations:**

1. Please become thoroughly familiar with the details of this packet.
2. **Authorization to attend Prom can be revoked with cause at the discretion of the Administration.**
3. Be sure to allow ample time for parking and other emergencies to ensure timely arrival.  
**Festivities begin at 6:00PM and Dinner will be served promptly at 7:00 PM.**
4. **You will not be allowed into the Prom after 8:00 p.m.** In addition, once you leave the Prom facility you will not be allowed back into the Prom.
5. Do not use, possess, or consume alcohol, tobacco, or other illicit substances.
6. Exhibit polite, self-disciplined, cooperative behavior at all times. Avoid behavior that is likely to evoke censure or to require a reprimand.
7. Exhibit proper etiquette at all times. Use food, napkins, silverware, etc. for intended purposes only.
8. Honor all requests of chaperones and others in authority promptly and politely.
9. Maintain decency in dress, attitude, and behavior throughout the entire evening.
10. When dancing, use good judgment and be respectful of yourself and others at all times
11. The rules are written for a reason. Please do not make the mistake of thinking that you are exempt from any of these rules. Do not gamble with a special night by being sent home from Prom because you violated the dress code or the behavior expectations.

## **Penalties for Irresponsible Behavior**

1. Persons who are improperly attired shall be denied admittance to the Prom.
2. Persons who are in violation of the “substance free” requirements shall be denied entrance to the Prom; parents will be contacted, and any necessary actions shall result.
3. Individuals who violate school rules before, during, or after the Prom shall be restricted from attending future events or shall be suspended in accordance with the rules stipulated by the Asst. Principal for Student Success.
4. If your behavior is deemed disrespectful or inappropriate in any form, you will be asked to leave the Prom with no refund.

**IF YOU HAVE QUESTIONS ABOUT PROM REQUIREMENTS, PLEASE HAVE YOUR PARENT CONTACT YOUR ASST. PRINCIPAL FOR STUDENT SUCCESS, MS. JONES**



## **Ticket Purchasing Procedures**

### **FOR THOSE PURCHASING A SINGLE TICKET (or a ticket for yourself and another PWHs student):**

1. Complete the **2024 Senior Prom Confirmation Form**

• **The following signatures must be obtained in order to purchase your ticket(s):**

- Visit Asst. Principal, Ms. Jones & receive her signature that indicates that you are in good disciplinary standing.
- If bringing a PWHs Student Guest, include a fully completed and signed 2024 Prom Confirmation Form for your guest, that they too are in good disciplinary standing
- Visit your Counselor who will sign if you have at least 17 credit hours and have completed all of your community service hours.
- Bring your fully completed and signed forms to Ms. Gordon, Room C323 for your access code to purchase your ticket(s).
- **Purchase your ticket(s) online by 4/28/24 11:59PM**

### **FOR THOSE PURCHASING A TICKET FOR AN OUTSIDE GUEST:**

1. An OUTSIDE GUEST is any current or former high school student who has not exceeded the age of twenty (20) years old, and is not currently enrolled in classes at Proviso West High School.

2. Have your guest complete the **2024 Senior Prom Outside Guest Confirmation Form**.  
Ensure that the form *is completely filled out* before you visit Asst. Principal Jones.

3. Complete the **2024 Senior Prom Confirmation Form** for yourself

• **The following signatures must be obtained in order to purchase your tickets:**

- Visit Asst. Principal, Ms. Jones & receive her signature that indicates that you are in good disciplinary standing.
- Visit your Counselor who will sign if you have at least 17 credit hours and have completed all of your community service hours.
- Bring your fully completed and signed forms to Ms. Gordon, Room C323 for your access code to purchase your ticket(s).
- **Purchase your ticket(s) online by 4/28/24 11:59PM**

**2024 Senior Prom Attendee Confirmation Form**

I confirm that I have read the information included in the Prom Packet including the GUIDELINES and DRESS CODE and agree to abide by the rules and regulations outlined. Failure to comply may result in denial of entry to Prom and/or any other sanctions imposed by administration. **Please note: Authorization to attend Prom can be revoked with cause at the discretion of the Administration.**

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name (printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Contact Information/Emergency Phone Number: \_\_\_\_\_

**{ THIS SECTION IS TO BE FILLED OUT BY PWHS Asst. Principal, Ms. Jones }**

Student has provided a signed Confirmation Form for themselves \_\_\_\_\_, has no major behavioral  
(initials)

infractions, and is approved to purchase a ticket to the 2024 Senior Prom. \_\_\_\_\_  
(Signature)

**Counselor**

The student is on track for graduation and is considered to be in good standing. \_\_\_\_\_  
(Signature)



**2024 Senior Prom PWHHS Student Guest Confirmation Form**

I confirm that I have read the information included in the Prom Packet including the GUIDELINES and DRESS CODE and agree to abide by the rules and regulations outlined. Failure to comply may result in denial of entry to Prom and/or any other sanctions imposed by administration. **Please note: Authorization to attend Prom can be revoked with cause at the discretion of the Administration.**

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name (printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Contact Information/Emergency Phone Number: \_\_\_\_\_

.....  
**{ THIS SECTION IS TO BE FILLED OUT BY PWHHS Asst. Principals for Student Success:  
Ms. Jones (grades 11-12) or Dr. Carson (grades 9-10) }**

Student has provided a signed Confirmation Form for themselves \_\_\_\_\_, has no major behavioral  
(initials)

infractions, and is approved to attend as a guest with a PWHHS Senior to the 2024 Senior Prom.

\_\_\_\_\_  
(Signature)



**2024 Senior Prom OUTSIDE GUEST Confirmation Form**

I confirm that I have read the information included in the Prom Packet including the GUIDELINES and DRESS CODE and agree to abide by the rules and regulations outlined. Failure to comply may result in denial of entry to Prom and/or any other sanctions imposed by administration.

**Submit a photocopy of a valid ID (School ID, State ID or Driver's License) with this form.**

**Please note: Authorization to attend Prom can be revoked with cause at the discretion of the Administration.**

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name (printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Contact Information/Emergency Phone Number: \_\_\_\_\_

.....  
**{ THIS SECTION IS TO BE FILLED OUT BY THE GUEST'S ADMINISTRATOR }**

Guest's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School OR Place of Employment: \_\_\_\_\_

By signing below, I certify that the guest named above is in good standing at their school or place of employment.

Signature: \_\_\_\_\_ Relationship to Guest: \_\_\_\_\_

Contact Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

.....  
**{ THIS SECTION IS TO BE FILLED OUT BY PWHS }**

APPROVED

DENIED

1958

ENGAGE. PERSIST. ACHIEVE.