



Prom

Prom Preparation + COVID-19 Guidance

Prom today looks much different than it did 20 years ago. The event has evolved into an elaborate occasion that involves exuberant “promposals” and recording of every memorable detail of the night’s festivities on social media, complete with clever hashtags. Members should plan prom and after-prom activities carefully this year to make sure they are safe, have adequate supervision, and proper insurance coverage.



Coverage

CSDSIP covers prom and after-prom events that take place under the supervision and control of the Member, subject to policy limits and exclusions. If outside or parent groups plan to host prom-related events or activities, Members should make sure the group carries adequate insurance coverage.

High Risk Activities

Are you planning on inflatable amusements, carnival rides, fireworks, or a horse-drawn coach for prom? CSDSIP discourages these activities due to high risk, and some activities are excluded from coverage. You should always consult with your CSDSIP Risk Programs Coordinator and Risk Control Consultant if you are considering hosting one or more of these, or any other high-risk activities. We can help you fully understand the risks you may be assuming and how that impacts coverage. If an outside group will provide any of these activities, be sure they carry liability insurance, provide a Certificate of Insurance which lists the Member as an additional insured on the company’s liability policy, and have an agreement in place to indemnify you in the event of an accident or injury.

Raffles

Will a raffle be a part of your prom or after-prom party? Raffles do not require a license if students do not have to pay for a raffle ticket, even if they paid admission to the prom or after-prom event. The raffle ticket should be separate from the prom ticket. Remember to announce the rules for the raffle, including whether students must be present to win, and the start and end times for the raffle. Make sure that all funds involved are controlled by a Member employee or approved volunteer.

Food

What about food? CSDSIP recommends against home-prepared foods due to the possibility of foodborne illnesses, food allergies, and possible contamination. We recommend that you use commercially prepared food and keep all food and beverages in their original packaging and stored at food safe temperatures until ready to serve.

Attendance Eligibility

Who can go to the prom? It is a good idea to set ground rules in advance and message them appropriately so there are no problems on prom night. Additionally, make sure rules are both clear and fairly enforced.

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Safety Codes and Regulations

Make sure all applicable laws, regulations, and codes are followed during prom night, including school rules and district policies. Fire codes prohibit candles and other open flames without a permit. Exit doors may not be chained or otherwise locked to prevent egress. It is permissible to have exit doors which are locked on the outside to prevent re-entry to the building but are unlocked on the inside so people can still exit the building in case of emergency.

COVID-19 Guidance

It is very important to follow best practices to help prevent COVID-19 from spreading. The Colorado Department of Health & Environment (CDPHE) has provided guidance around COVID-19 and Prom and can be found with [this link](#).

Prom is meant to be a memorable and fun night, but Member personnel should always put safety first! Drug and alcohol awareness information should be distributed before prom night. Some Members have students sign a pledge promising not to drink or use drugs and drive to help reinforce the point. Working together, Members and students can enjoy the day and prevent accidents or tragedies on prom night.

As always, if you have questions or concerns while planning this big event do not hesitate to reach out to CSDSIP.