

Prom or matric dance

Date: July 23, 2026

Timeline

14:00 – 15:30 Venue Setup and Floral Decoration

The committee and florist team transform the ballroom with themed decorations, table settings, and floral displays. Background lighting and drape arrangements are finalized during this window.

Location: Grand Ballroom, The Crystal Hotel

15:30 – 16:30 Audio-Visual and Stage Check

Sound technicians test the DJ equipment, microphones, and stage lighting to ensure seamless transitions for the evening announcements.

Location: Grand Ballroom Stage

18:00 – 19:00 Red Carpet Arrival and Photos

Students arrive in style and walk the red carpet as professional photographers capture individual and group portraits. Parents and spectators watch from designated viewing areas.

Location: Main Entrance Foyer

19:00 – 19:30 Welcome Mocktails and Reception

Guests gather in the pre-function area to enjoy complimentary mocktails and mingle before entering the main hall.

Location: Pre-Function Promenade

19:30 – 20:00 Grand Entrance of Attendees

Doors to the main ballroom open as student couples and groups are formally announced and take their seats at assigned tables.

Location: Grand Ballroom

20:00 – 20:20 Welcome Speeches and Toast

The principal and matric committee president deliver brief opening remarks and toast to the graduating class.

Location: Main Stage

20:20 – 21:30 Three-Course Dinner Service

A gourmet plated three-course dinner is served to all attendees alongside soft drinks and fruit juices.

Location: Grand Ballroom Dining Area

21:30 – 22:00 Matric Royalty Award Ceremony

Votes are tallied and announced for the annual awards, including Prom King, Prom Queen, and best-dressed superlatives.

Location: Main Stage

22:00 – 23:30 First Dance and Open Floor

The crowned court kicks off the dancing before the DJ turns up the volume and opens the dance floor to everyone.

Location: Central Dance Floor

23:30 – 00:00 Late-Night Dessert Station

Guests take a break from dancing to enjoy a chocolate fountain, mini donuts, and dessert treats served in the foyer.

Location: Pre-Function Promenade

00:00 – 00:15 Final Song and Event Conclusion

The DJ plays the final song of the night as students assemble for a final farewell photo before departing.

Location: Grand Ballroom