



March 2022

Dear Students and Parents,

Prom will be here before we know it! As you may already know, all dresses must be approved before the event. Please read through the following information as you make your plans.

Dress approvals will take place in Boarding House 2B on April 4-8 and April 19-22. Due to my schedule, I am available after school only. If your dress is not approved by April 22<sup>nd</sup>, a \$10 fine per day will be issued and approval will need to be scheduled by appt. only after this date. Please note that I cannot approve a photo of your dress; I must see it in person.

Also, all outside female guests who attend the Junior-Senior Prom must have their dresses approved prior to attendance. Please contact me at the email address below if this is the case, and we will work out all the details.

Seniors, Candlelight dresses are strongly encouraged to be brought in during this time as well. All dresses not approved before Prom must be brought in May 10-11.

If you need alterations and do not think they will be finished before April 22<sup>nd</sup> you are required to bring the dress in for pre-approval. I may also ask to see the dress again for a final approval after alterations are completed. No fine will be assessed if you pre-approve. I understand that issues can happen; you must communicate those things with me before the deadline. Please note: shipping delays and online shopping disasters are not acceptable excuses for failure to meet the April 22<sup>nd</sup> deadline.

Elementary  
Monticello Road Campus  
7401 Monticello Road  
Columbia, SC 29203  
FAX: (803) 807-4333

Below this letter is a list of tips and a checklist to use as you shop. Should you have any questions or concerns, please do not hesitate to contact me.

Elementary  
St. Andrews Road Campus  
500 St. Andrews Road  
Columbia, SC 29210  
FAX: (803) 807-4399

Sincerely,

Middle & High Schools  
7401 Monticello Road  
Columbia, SC 29203  
FAX: (803) 744-1387

Brittany Odom  
*English Teacher*  
brittany.odom@benlippen.com

(803) 807-4000  
www.BenLippen.com

## A FEW TIPS:

Please refer to the Student Life Handbook for a full description of the dress code requirements for Prom. Below are a few tips to help you while you are out shopping for those perfect dresses:

1. Dresses must be no shorter than 3” above the knee – look at yourself in the mirror while standing straight, check the length is no shorter than the length of one credit card.
2. While sitting – practice sitting in the dress when you try it on. Does the dress lie nicely when seated? Soft, flowing fabrics lay better than a jersey knit or stiff fabric, which tend to ride up when sitting.
3. Nude underlay and sheer fabrics – this can be very subjective when approving a dress with nude fabric underneath and sheer fabrics. Approvals depend on the shade of nude of the underlay, as well as the fabric choices on top.
4. Bodycon / fitted dresses – please be aware of how these dresses “hug” certain areas.
5. Cut-outs – only cutouts located on the back of the dress (above the bra strap) are allowed. All other cutouts are *not* allowed.
6. Jumpsuits - This style of formal wear is permitted and will be approved if it follows the above guidelines (including length, cutouts, and form-fittedness). Jumpsuits must be formal in design.
7. You may use the checklist below for additional help.

<b>PROM</b>	
	Bodice – no cleavage showing
	Length – 3” above the knee
	Seated – stays to the knee when sitting
	Nude underlay – nude fabric is different than skin tone (not for cutouts)
	Cut-outs – no cut-outs on the front or side of the dress; nothing below the bra strap
	Slit – must rise no higher than 3” above the knee
<b>CANDLELIGHT – SENIORS ONLY</b>	
	White dressy outfit (dress or jumpsuit (must meet all above requirements))