

Grad Ball - Steps

Get in touch with Societies Team
(Minimum of 12 weeks before planned event date)

12 Weeks –
Before Event

We will go through the Ball Packages available. You will have 1 week to pick one that meets your society's requirements

On the deadline we will get back in touch to see which one your society would like to go for

11 Weeks –
Before Event

You must then set the ticket price
Calculate everything you intend to spend & divide by minimum numbers

- Food & Drinks (cost per person in package)
- Any extra drinks? (i.e. Welcome drink)
- DJ/Entertainment? (T & C's)
- Decorations? (centre pieces for tables)
- Photographer/Photo Booth (T & C's)

Get quotes!

10 Weeks –
Before Event

Calculate deposit ticket price (40% of full ticket price)
Set deadline of 4 weeks in which to sell enough deposits to cover minimum numbers

Fill in 'Grad Ball Ticket Request Form' and provide artwork so Societies Team can add deposit tickets & event to the BSU website.

Promote Event! Posters, Flyers, Facebook Event, social media channels

6 Weeks –
Before Event

'Deposits sold' Target not met within Deadline

'Deposits sold' Target met within Deadline

Deposits refunded

Event Cancelled

BSU Signs venue contact & pays deposit to Venue
= The Venue is now booked and secure!

Event goes ahead

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6 Weeks –
Before Event

2nd payment Tickets set up on BSU website by Societies Team – Set deadline at 3 weeks

Book any extras –
Photographer/DJ/Entertainment
(pay deposit)

5 Weeks –
Before Event

Fill in 'Special Event Form'
= Assessing any hazards/risks and putting measures in place

Chase those with deposits for 2nd payment

2nd Payment tickets not paid within deadline

**Society may be subject to late payment charges*

Remaining balance tickets paid within deadline

3 Weeks –
Before Event

Venue **MUST** still be paid as contract has been signed

Remaining balance paid to venue

Organise:

- Table Plan (seating)
- Menu Choices
- Decorations
- Playlist 'if' no DJ

2 Weeks –
Before Event

- Submit final numbers & food/drink menu choices to venue
- Go over completed 'Special Event Form' ensuring measures in place for any hazards/risks
- Confirm with DJ's/Entertainment (set up times etc.)
- Finalises Table Plan (seating)
- Finalises any transport arrangements for guests/decorations/props