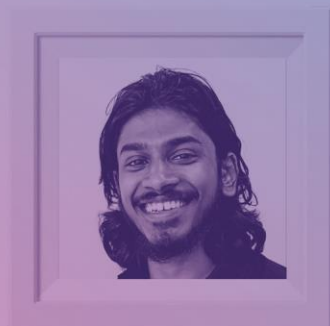


# How to Organise a Ball or Large Event

Queen Mary Students' Union  
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# How to organise a Ball or Large Event

## Introduction

A ball is great fun and can become your student group's flagship event. Balls are also a lot of work for the organisers. You'll need to start your planning well in advance of the event and work closely with the Students' Union to make sure you get everything ready for the big day. We'll support you with the planning of your event, but there are lots of decisions for you to make.

You'll get experience with event management, take responsibility for a budget and lead your team. All of this will look really good on your CV, so the ball will not only benefit your members – it will also benefit you.

This guide has been written to help you get an overview of all the different things you need to consider when you organise a ball. The guide includes an example of a timeline you can use in your planning, and lots of advice about all the things you need to make decisions about.

This guide can also be used for other large-scale events such as dinners, celebrations, or other similar style events.

Please keep in mind that this is a generic guide – not all parts of the guide will be applicable to you and your event. If you don't know whether something is applicable to you, you can contact the Students' Union and then we'll provide personalised support.

Good luck!

## Where to start?

Before you even begin to organise a ball, you need to make sure there is interest from your members, otherwise you could put hours into organisation and sell under half of the tickets for the venue you picked. Even if you have run the event annually you will still want to check it is worth running. You can register interest from members in lots of ways, this could be through a poll on your social media or it could be a formal form to register interest and gather information such as how much members would be willing to pay.

The very first thing you need to do after checking interest is to talk to your committee. A ball is a large event, you'll want and need support from your committee. You'll need to ask them whether they have any ideas and how much they want to be involved (how much time do they have to give?). You'll also need to agree on a high-level budget (your treasurer should ALWAYS be involved in this part of the conversation) for the event.

After the meeting with your committee, you should have an overview of the event, and be able to give a rough answer to the following questions:

- What kind of event do you want? (e.g., a three-course dinner or a drinks reception)
- Which date do you want the event to be held on? (it's a good idea to have two or three options at this stage)
- Which venues would be suitable for your event? Are they available on the date you want?
- How many participants are you expecting?
- Are you going to allow non-members and externals to attend?
- How will you fund the event? (Tickets, subs, grants, sponsorships?)

When you organise a ball, you need to let the Students' Union know at least 6 weeks in advance for balls. But you need to begin planning even earlier than that.

We recommend you begin at least 10 weeks before your event date to make sure you have enough time to get everything done. This might seem like a long time, but you'll thank yourself later.

## Tell us what you're up to

When you have discussed your plans with the rest of your committee, it's time to tell the Students' Union what you're up to. This is really simple – you can complete the event registration form on our website: <https://www.qmsu.org/clubs-socs/committeeshub/activities/>

Please register your event at least 6 – 8 weeks before the day you plan to hold the event! Or send us an email to [su-societies@qmul.ac.uk](mailto:su-societies@qmul.ac.uk) if you are still figuring out the details.

When you've registered your event, you need to organise a meeting with the Students' Union to discuss your event in more detail.

For the first meeting, you need to be prepared to answer the questions from the *Where to start?* section.

We understand that you might want to make some changes to your event after the meeting, so don't worry too much about the details at this stage. What we're looking for is a high-level plan that shows us what type of event you're planning, the number of guests and the funding plan for the event. We appreciate that you will have to make some assumptions at this stage – for example your number of guests will be an estimate at this point – but please be realistic and try to give us as much information as possible.

At the end of the meeting, your staff support is likely to give you some actions you need to complete in the next few weeks. The actions will depend on the type of event you're organising, but it's likely to include some of the following things:

- Completing your budget plan and risk assessment
- Booking the venue and other suppliers (e.g., food and entertainment)
- Applying for grants or sponsorships
- Liaising with suppliers
- Sending your staff support any contracts to look at and sign

## Getting the paperwork sorted

When you've had your first meeting with the Students' Union, it's time to get some planning done. First, you need to submit your budget plan and risk assessment to your staff support from the Students' Union. These can both be found [here](#).

At this stage, there might be some things you haven't decided yet or need to confirm later. Talk to your staff support about these, so we know which parts of your documents you might have to change later.

If you've never completed a budget plan and risk assessment before, it can seem quite daunting to get all the information sorted out, but we've collected some advice for you here. If you still aren't sure talk to your staff support who can walk you through what to do.

### Budget plan

Your budget plan will give you an overview of the income and costs associated with your event. It's a good idea to make the budget plan with your treasurer, or as a minimum, get it approved by your treasurer.

When you make the budget, you should consider how you are going to pay for the costs:

- Are you going to sell tickets for the ball? If so, what would be a reasonable price?
  - *If tickets are too expensive, it can mean that some members can't afford to take part, and less people will buy tickets. But if your tickets are too cheap, you can end up with a large bill that needs to be paid from your subs.*
- How many guests are you expecting? Do you want non-QMUL guests to be able to attend?
  - *The number of guests will impact on the costs, so you need to estimate the number of tickets you can sell. When you estimate the numbers, you can look at attendance at previous balls, attendance at other student group events, the total number of group members and the ticket price. You'll also need to consider whether you want members to be able to bring non-QMUL guests. This can increase the ticket sales but can also pose a security risk that needs to be managed.*
- How much do you have in your subs account? Are you willing to use your subs to subsidise the tickets?
  - *If you decide to use subs to subsidise the tickets, you need to consider whether it's fair to subsidise non-members tickets. Remember the subs have been paid by your members, so you're using their money to subsidise the tickets.*
- Have you applied for grant funding?
  - *If not, check when the next funding deadline is – remember you can't apply for grant funding to cover food and drinks. You can find out more about grant funding [here](#).*
- Have you applied for sponsorship? If not, can you think of any organisations (maybe your academic school, local businesses, or graduate employers) that would want to make a donation or a sponsorship?

When you have decided how you will pay for the ball (tickets, subs, grants, sponsorships and/or donations), you should enter all this information in the budget plan.

You'll need to get quotes for venue, catering, entertainment, and other things you're planning to buy or hire.

Please note that you shouldn't sign any contracts or accept any deals before talking to your staff support at the Students' Union. When you add the costs to your budget plan, you need to check whether the quotes include VAT. The budget plan automatically adds VAT, so make sure you don't include VAT twice.

Although we fully understand the budget plan can change, it's important that you make a realistic plan, so the Students' Union can make sure you stay within budget. If costs change later or you need to add/remove something, you should let your Students' Union staff support know, so they can keep track of the changes.

## Fundraising

You may be planning to do some fundraising for charity as part of your event. If so, you must let the RAG team know by filling in the Adopt A Charity form. You can find the form at [www.qmsu.org/rag/adopt](http://www.qmsu.org/rag/adopt). The RAG team will then be in touch to help you make sure you have everything in place to make the best possible donation to your chosen charity. There are many different ways you can raise money as part of a ball. If you are not sure how you would like to fundraise, the RAG team can also work with you to help you decide what you want to do.

## Risk assessment

Risk assessments can sometimes seem like one of those documents you have to write to tick the box, but never actually use. But in fact, a good risk assessment will save you a lot of trouble and make sure your event is as successful as possible.

In a risk assessment, you think about all the things that could make your event go wrong. But risk assessments are not only about all the things that could go wrong – they're also all about preventing

things from going wrong. By identifying the potential hazards before the event, you can put measures in place to make it less likely to happen.

Some of the common hazards that are likely to be applicable to a ball are:

- Fire
- Slips/trips/falls
- Crowd control/venue capacity
- Food poisoning
- Allergic reactions
- Intoxication
- Unwanted guests
- Disruptive behaviour
- Late night travel
- Manual handling (during set up)
- Electrical (in particular if lights and music equipment are being used)

When you do your risk assessment, you need to list all the hazards and explain the harm they could cause. You also need to rate how likely a hazard is to happen and how serious the impact would be if it were to happen. Finally, you need to think about the control measures you put in place (these should be written in the column called 'Existing control measures'). The control measures are the things you are going to do to prevent a hazard from happening or minimise the impact if it happens.

There are two key things you must remember when you do the risk assessment:

- It's your responsibility to implement the control measures in the risk assessment. If your risk assessment states that you will carry a fire extinguisher around for the duration of the event, you **MUST** do it (so if you don't want to carry that fire extinguisher around the entire evening, you should not list it as a control measure).
- If something goes wrong at your event, a good risk assessment will prove that you have done all the things that could reasonably be expected of you.

When you submit your risk assessment, your staff support will give you feedback. You might need to change some things before it can be approved.

## Planning, planning, planning

In addition to the documents, you need to submit to your staff support, you also need to get started on all the planning. There's lots of things to think about, so get started as early as possible.

In general, there are a few rules to remember:

- You are not allowed to sign any contracts – all contracts must be signed by your staff support (we do this to protect you from legal responsibility).
- If you make any major changes (e.g., change venue, go over budget) you need to speak to your staff support immediately.
- The Students' Union can help you with large payments, but please note that this takes time (our payment terms are 30 days). If you know you have a large invoice coming, please let us know well in advance and ensure the venue are aware of our 30-day payment terms.
- Use your team – you don't have to do everything on your own. When you had the initial meeting with your committee, they should have told you how they can help you. Now is the time to get them to do the things they said they would.

## Venue

It's a big decision to choose a venue. The venue will shape the ball, so it's a good idea to get quotes and visit a few different venues before you make a decision. When you approach venues to get quotes, you need to think about the following things:

- Is the venue available on your preferred date? If not, do you have any alternative dates?
- What is the price? Will the price depend on the number of guests?
- What is the maximum capacity of the venue?
- What is included in the price (e.g., security, entertainment, catering, drinks)?
- What are their payment terms? Do you have to pay a deposit or the full amount immediately?
- Is the location convenient for your guests? Remember that your guests will need to be able to get home when the ball finishes, so check whether there are any public transport options at night.
- Does the venue have any rules?
  - *Some venues don't allow external suppliers, so if you have a specific catering company or entertainment company in mind, you'll need to check whether the venue allows you to work with external suppliers.*

When you've received the quotes, it's a good idea to have a look at your budget plan. Are any of the venues unaffordable? Will you have to cut costs elsewhere? If you need to make changes to your budget plan, you should submit an updated version of the budget plan to your contact at the Students' Union before you commit to a venue.

When you've decided which venue you want to book, you will probably need to pay a deposit (or the full amount) and sign a contract. Please DO NOT sign any contracts on behalf of your student group – ALL contracts must be signed by a Students' Union staff member.

## Catering

When you've booked a venue, it's time to consider the catering if you want to serve food. If your venue includes catering, you may have a limited number of options, but it's still worth considering what type of catering you want.

Remember to look at the budget and consider your members needs when deciding the type of catering you may want.

- Are your members expecting a nice dinner or would they prefer to pay less and not have dinner?
- Do you want a three-course dinner?
  - *For an event that begins around dinner time, your guests are likely to expect a dinner*
- A standing reception with small dishes?
  - *For an event with a later start time, it may be sufficient to serve snacks or a light buffet-style meal*
- Snacks served throughout the event?
  - *It's always a good idea to serve some kind of food, as it can prevent issues with intoxication.*

Many venues do not allow external suppliers of food, so remember to ask the venue before you book an external catering company.

When you've made a decision about the type of food you want, it's time to consider whether it will be practically possible:

- Are there kitchen facilities at the venue (where food can be prepared or served)?
- Does the venue provide plates, cutlery and glasses?
- Is waiting staff included in the catering costs?
- Who is responsible for cleaning up afterwards?
- If you get ready-made food delivered to the venue by an external company, you may also need to check how you return serving plates and equipment provided by the caterer.
- Does your chosen catering company have a good reputation? Check if there are any reviews on Google and ask to see their food safety certificate.

Another thing you'll need to consider is dietary requirements. Do your guests have any dietary requirements? If so, how will you manage this? You'll need to have procedures in place to prevent

allergic reactions, so you'll need to discuss this with the catering company to ensure the food is safe to eat for guests with dietary requirements.

It's a good idea to collect information about your guests' dietary requirements well in advance of the event. If someone has a severe allergy and the catering company can't guarantee an allergen-free environment, you will need to have enough time to get in touch with the individual to discuss alternative options.

On the day of the event, you'll also need to make sure waiting staff know about each guest's dietary requirements. Dietary requirements can be listed on the seating plan, or guests with dietary requirement can be given a colour-coded card to place by their seat. In either case, you will need to arrange this with the catering company.

## Drinks

In addition to food, you also want to serve something to drink. Unlimited alcohol should not be included in the tickets - it is highly likely to cause issues with intoxicated guests. It's fine to include a welcome drink and/or moderate amounts of alcohol to be consumed during dinner such as a bottle or two of wine for the table (depending on the table size). If you include a welcome drink and/or moderate amounts of alcohol in the ticket price, you'll need to provide non-alcoholic alternatives.

Depending on your venue and catering, the bar might already be included, but there are a few things you'll need to check:

- Is the bar included in the venue price/catering price? Will you have to pay extra for bar staff?
- How will the bar staff ensure that no alcohol is served to participants under the age of 18?
- How can students pay for their items in the bar?
  - *Students should be able to pay up-front, so you don't end up with a huge bill you need to sort out after the ball. Most students will want to pay by card or cash, so check whether the bar accepts both. If they don't, you'll need to let your guests know so they can bring their card/cash.*
- Check that the venue understands that all additional alcohol should be purchased by individual students. Some venues will try to sell drinks at the tables during dinner and then charge you afterwards. This should not be allowed – you can end up with a huge extra bill. Some venues ask you to provide a credit card for additional spending – the Students' Union does NOT allow this, so please check that your venue understands this.

If you decide to serve alcohol at the event, you need to think about the following things:

- Make sure there's a non-alcoholic alternative for non-drinkers. It's a good idea to provide a few options – non-drinkers don't want to drink water all the time.
- There should be water available for free. This will help you prevent serious intoxication.

## Entertainment

In addition to food and drinks, your guests will probably also expect some kind of entertainment. This could be:

- DJ and dance floor
- Live music
- Award ceremony
- Entertainer, e.g., a comedian
- Photo booth
- Games

The type of entertainment you choose will depend on the type of event you want. It might be a good idea to ask your members or the committee what they think would appeal to your members.

Before you hire any entertainment, you should contact your venue and check whether they allow external entertainment. Some venues only work with partner organisations to provide entertainment, so they may require you to use their suppliers.

If the venue allows external entertainment, you should ask the venue about delivery of equipment (e.g., a photo booth). The venue may also have other requirements (e.g., that all electric equipment should be PAT-tested), so make sure your entertainment is willing and able to live up to these requirements before you book them.

If your entertainment requires you to sign a contract, the contract should be signed by the Students' Union. Please don't sign any contracts on behalf of your student group.

## Security

There are two reasons why you'll need security:

- They can help you check tickets, refuse access for unwanted guests and make sure the venue doesn't get overcrowded.
- They can help you solve conflicts and remove disruptive individuals.

In this way, good security will mean that you can enjoy the ball and not have to worry about solving conflicts and checking tickets at the door.

You'll need to check whether the venue has a security team. Some venues already have their own security team, and if that's the case, you just need to liaise with them to see what they can help you with. Check whether security is included in the price of the venue.

If the venue doesn't have its own security team, you must find an external security company. Please check whether the venue collaborates with a security company. When you book security, you need to book them so they arrive before the start of the event so they can check tickets. It's also a good idea to book them for 30-60 minutes after the event is scheduled to end, so they can stay until the last guests have left.

When you need to decide how much security staff you need, it's a good idea to talk to the venue and the security company. Some venues might have minimum requirements (i.e., x number of guests per security staff member), and the security company will have experience from other events. It's also a good idea to think about your members. Have there been issues at other events? What is the alcohol culture like in your student group?

Make sure you tell the security team what counts as a valid ticket and whether student ID is required. It's also a good idea to agree on a plan for closing the event down at the end. Can the security team help you with this? Do you need to vacate the venue at a specific time, and if so, when do you need to begin to get guests out?

## Tickets

When your event documents have been approved by the Students' Union, you can begin to sell tickets. All tickets must be sold on the Students' Union website (for accounting reasons, you're NOT allowed to sell tickets on Eventbrite or similar sites).

You can submit a ticket request [here](#).

We can only set tickets up for existing events, so please create your event on the website BEFORE you ask us to set the tickets up for you.

We need the following information to set the tickets up:

- Name and date of event



- Types of tickets (e.g., members, non-members)
- Prices for each ticket type (please remember you need to pay VAT of the ticket price, so add that in when you calculate the ticket price)
- Number of tickets available for each type of tickets (e.g., 50 members tickets, 20 non-members tickets)
- When the tickets should go on sale
- When the tickets should go off sale

Once the tickets have been set up on the website, you can promote the event and get the ticket sales started. The money from the ticket sales will automatically go into your bank account and we'll sort the VAT deduction for you.

Please note that externals and staff members need to create a profile on the website to buy tickets. If you need to contact all ticket holders (e.g., if you want to know what their dietary requirements are), we can send a message to all ticket holders on your behalf. Please contact your staff support if you want to do this.

## Other bits

If you've made it this far, you've sorted all the big things – well done!

There may be some final bits you need to get sorted. This will depend on your event, but some examples are:

- Venue decorations (sometimes included in the venue price)
- Photographer
- Prizes (if you've organised a competition as part of the entertainment)
- Menus, programmes or other print work
- Your welcome speech when the guests arrive (this is a great opportunity to alert people to the fire escapes, toilets and other practical stuff)

## Making sure you have a stress-free ball after all your hard work

You've worked really hard, and finally, the big day has arrived. After all the work you've done, you want to make sure you can actually enjoy it and have fun – you don't want to be running around all evening.

The best way to make sure YOU have a great time is to delegate some responsibility to the rest of the committee. Make sure to brief everyone about their duties on the evening. Tell them when they are on duty, and what they are expected to do.

Keep a list with contact details for your contact at the venue and other suppliers, so you can get hold of them if something happens. If you have delegated responsibility to other committee members, they should receive a copy of this list.

It's also a good idea to familiarise yourself with the phone number for local emergency services and taxi companies.

## After the event

Hopefully everything went according to plan, but before you relax, there are a few things you need to check you've done:

- Have you submitted all invoices and finance forms to the Students' Union?
- Have you thanked everyone who has helped you plan the event?
- Have you collected feedback from co-organisers and participants?

- Have you written your top tips and key contacts down so your student group can do a similar event next year?

Once you've done these things, you only need to update your LinkedIn profile with your new skills J  
If you have any suggestions for how we can support you better, we'd also appreciate if you could give us some feedback.

## Example timeline

Here's an example timeline that can give you an idea about the timeline for your ball. We recommend that you begin your planning process at least 10 weeks before the ball. For balls you MUST submit an event registration 6 weeks before the event, but ideally you will register the event as soon as you have a rough plan. This may seem like a long time, but it's really not – these are minimum times, and the sooner you get started, the better!

Time	Activity
<b>10 weeks before the ball</b>	<ul style="list-style-type: none"> <li>• Discuss ball plans with your committee</li> <li>• Start working on your budget and risk assessment</li> <li>• Begin your research into venues and dates</li> <li>• Start to consider if you want to do any fundraising at the ball and what charity you would fundraise for.</li> </ul>
<b>8 weeks before the ball</b>	<ul style="list-style-type: none"> <li>• Submit your draft budget and risk assessment to the Students' Union</li> <li>• Organise a meeting with your Students' Union staff support</li> </ul>
<b>6 weeks before the ball</b>	<ul style="list-style-type: none"> <li>• Register your event on the Students' Union website</li> <li>• Fill in the adopt a charity form if you are raising money</li> <li>• Confirm venue, get the Students' Union to sign any contracts and pay deposit</li> <li>• Begin ticket sales</li> <li>• Promote event to members</li> </ul>
<b>4 weeks before the ball</b>	<ul style="list-style-type: none"> <li>• Confirm catering, entertainment and other suppliers (if applicable)</li> <li>• Promote event to members</li> </ul>
<b>2 weeks before the ball</b>	<ul style="list-style-type: none"> <li>• Organise decorations (if applicable)</li> <li>• Write welcome speech (if applicable)</li> </ul>
<b>Last week before the ball</b>	<ul style="list-style-type: none"> <li>• Close ticket sales</li> <li>• Arrange deliveries to the venue (if applicable)</li> <li>• Confirm final numbers and dietary requirements with venue and catering (some venues and catering companies may have an earlier deadline for this)</li> <li>• Delegate responsibilities to your team</li> <li>• Brief your team so they know what you expect from them</li> <li>• Liaise with venue, catering and other suppliers as required</li> </ul>
<b>Day of the ball</b>	<ul style="list-style-type: none"> <li>• Decorate venue</li> <li>• Follow agreed plan for the event</li> <li>• Brief photographers and other suppliers (if applicable)</li> <li>• Have fun J</li> </ul>
<b>After the ball</b>	<ul style="list-style-type: none"> <li>• Submit all invoices to the Students' Union</li> <li>• Send out any photos to those who attended (if applicable)</li> <li>• Get feedback</li> <li>• Write handover/useful information for next year</li> </ul>

## Checklist

Here's a list of things to tick off when considering all the different components of your ball. These are just some questions to consider, they may not all be relevant to the event you are planning to host.

Ball item	Checklist
<b>Interest</b>	<ul style="list-style-type: none"> <li>• Have you checked to see if there is interest for a ball?</li> <li>• Have you got enough interest to organise a ball and if so know what size ball you should run?</li> </ul>
<b>Budget plan</b>	<ul style="list-style-type: none"> <li>• Are you going to sell tickets for the ball? If so, what would be a reasonable price?</li> <li>• How many guests are you expecting? Do you want non-QMUL guests to be able to attend?</li> <li>• How much do you have in your subs account? Are you willing to use your subs to subsidise the tickets?</li> <li>• Have you applied for grant funding?</li> <li>• Have you applied for sponsorship?</li> <li>• Have you accounted for all the costs associated with your ball?</li> <li>• Have you updated your plan if any prices have changed?</li> <li>• Have you sent your budget plan to your staff support?</li> </ul>
<b>Fundraising</b>	<ul style="list-style-type: none"> <li>• Do you want to raise money for a charity?</li> <li>• What charity do you want to fundraise for?</li> <li>• Have you registered the charity you want to fundraise for on the adopt a charity form?</li> <li>• Have you had a meeting with a member of the RAG team to discuss fundraising?</li> <li>• Do you know how you want to raise money? Will you do a raffle? Will it come from ticket sales?</li> </ul>
<b>Risk assessment</b>	<ul style="list-style-type: none"> <li>• Have you sent in your risk assessment to the su societies team?</li> <li>• Has your risk assessment been approved?</li> <li>• Have you added in extra risks and measures to your risk assessment?</li> </ul>
<b>Venue</b>	<ul style="list-style-type: none"> <li>• Is the venue available on your preferred date? If not, do you have any alternative dates?</li> <li>• Do you have enough interest to book the size venue you want?</li> <li>• What is the price? Will the price depend on the number of guests?</li> <li>• What is the maximum capacity of the venue?</li> <li>• What is included in the price (e.g., security, entertainment, catering, drinks)?</li> <li>• What are their payment terms? Do you have to pay a deposit or the full amount immediately?</li> <li>• Is the location convenient for your guests?</li> <li>• Does the venue have any rules?</li> <li>• Does the venue come with security and catering?</li> <li>• Is the venue partnered with any entertainment companies and photographers?</li> <li>• Have you sent the venue contract to the SU societies team to be signed?</li> </ul>
<b>Catering</b>	<ul style="list-style-type: none"> <li>• Are your members expecting a nice dinner or would they prefer to pay less and not have dinner?</li> <li>• Do you want a three-course dinner? A standing reception with small dishes? Snacks served throughout the event?</li> <li>• Does the venue providing catering or do you need to bring in an external caterer?</li> <li>• Are there kitchen facilities at the venue (where food can be prepared or served)?</li> <li>• Does the venue provide plates, cutlery and glasses?</li> <li>• Is waiting staff included in the catering costs?</li> </ul>

	<ul style="list-style-type: none"> <li>• Who is responsible for cleaning up afterwards?</li> <li>• If you get ready-made food delivered to the venue by an external company, you may also need to check how you return serving plates and equipment provided by the caterer.</li> <li>• Does your chosen catering company have a good reputation? Check if there are any reviews on Google, and ask to see their food safety certificate.</li> <li>• Have you sent any catering contracts to the SU Societies team to be signed?</li> </ul>
<b>Drinks</b>	<ul style="list-style-type: none"> <li>• Is the bar included in the venue price/catering price? Will you have to pay extra for bar staff?</li> <li>• How will the bar staff ensure that no alcohol is served to participants under the age of 18?</li> <li>• How can students pay for their items in the bar?</li> <li>• Check that the venue understands that all additional alcohol should be purchased by individual students. Some venues will try to sell drinks at the tables during dinner and then charge you afterwards. This should not be allowed – you can end up with a huge extra bill. Some venues ask you to provide a credit card for additional spending – the Students' Union does NOT allow this, so please check that your venue understands this.</li> <li>• Is there non-alcoholic alternative for non-drinkers that aren't just water?</li> <li>• Is there free water available?</li> <li>• Have you sent any contracts or invoices for a tab to the SU Societies team to be signed or processed?</li> </ul>
<b>Entertainment</b>	<ul style="list-style-type: none"> <li>• Do you want any entertainment at your ball? E.g., photobooth, band, DJ etc</li> <li>• Does the venue provide any entertainment or is it partnered with any entertainment companies?</li> <li>• Does the venue you want allow external entertainment companies?</li> <li>• Have you got the budget to afford extra entertainment?</li> </ul>
<b>Security</b>	<ul style="list-style-type: none"> <li>• Does the venue come with security?</li> <li>• Do you need to book external security?</li> <li>• Have you made sure security is booked an extra 30-60 minutes after the event ends?</li> </ul>
<b>Tickets</b>	<ul style="list-style-type: none"> <li>• Have you submitted a ticket request form?</li> <li>• Are you selling a realistic number of tickets?</li> <li>• Do you want member and non-member tickets?</li> <li>• Will you sell member and non-member tickets for the same price or different prices?</li> <li>• Are you collecting dietary requirements when people buy a ticket?</li> </ul>
<b>Other Bits</b>	<ul style="list-style-type: none"> <li>• Have you arranged the seating plan (if you need one) and marked down any dietary requirements on the table or seat those students are in?</li> <li>• Have you created an event post or event page on your social media to let attendees know more about the event?</li> <li>• Do you need to buy any decorations?</li> <li>• Have you organised as a committee who will go help set up or check the venue before the event?</li> <li>• Have you sent out a feedback form after the event?</li> <li>• Have you put down top tips and key contacts in a handover document for the next time someone organises a ball?</li> </ul>