

Society Balls & Formals Planning Checklist

We know planning a ball can be stressful, but please don't panic as we have popped together a handy checklist to keep you on track.

Please note your coordinator is always on hand to support so please do reach out or consult our Ball & Formals training slides if needed!

To Do	Completed
<ul style="list-style-type: none"> Hosted a committee meeting to start idea planning 	
<ul style="list-style-type: none"> Does my venue have PLI & a food hygiene rating of at least 3? 	
<ul style="list-style-type: none"> If hosting in the Guild, does my caterer have PLI and a food hygiene certificate? 	
<ul style="list-style-type: none"> Do the service providers (photographer or DJ etc) have PLI? 	
<ul style="list-style-type: none"> Submitted my Event Cover form 12 weeks in advance 	
<ul style="list-style-type: none"> Booked a drop in with Societies Coordinator 	
<ul style="list-style-type: none"> Actioned the points from my meeting with my Societies Coordinator 	
<ul style="list-style-type: none"> Completed a budget 	
<ul style="list-style-type: none"> Sent the booking contract/terms & conditions of the booking to my Societies Coordinator to review 	
<ul style="list-style-type: none"> Completed the risk assessment 	
<ul style="list-style-type: none"> Sent across all important documents to my Societies Coordinator (reference email chains) 	
<ul style="list-style-type: none"> Gained approval from the Guild for the event tickets to be listed 	
<ul style="list-style-type: none"> My coordinator has approved the event online 	
<ul style="list-style-type: none"> Met minimum numbers agreed with my Societies Coordinator 	
<ul style="list-style-type: none"> Uploaded payment requests and invoices the SGF finance platform 	
<ul style="list-style-type: none"> Sent all dietary requirements to the venue 	
<ul style="list-style-type: none"> Received a signed risk assessment from the Guild 	
<ul style="list-style-type: none"> Had an amazing time at the ball! 	