



# Society Ball Workshop

Get ahead of the planning stages with all the info  
you need to know!

# Quick Activity

Take 5 minutes on your tables to discuss the following:

- What was the best event/ball you have been to?
- Why was it the best?
- What do you think are things that you need to consider when planning?

# Why host a ball?

- Celebrate the academic year with your members with an End of Year ball
- Host a Winter ball/Summer ball
- Other celebrations specific to your society

# Things to consider...

- Event date
- Event timings
- Ticket Prices
- Venues/Caterers
- Value for money
- What is a necessary cost and what isn't?
- Non-alcoholic alternatives
- Can you get funding from your School or a Company?
- Are you seeking sponsorship for this event?

# Let's dive in!

Please do take notes if you feel you need too,  
but these slides will be available on the  
webpage

# Two choices

## Internal

- Use of the Mountford Hall, Stanley Theatre or The Cellar

## External

- Working with an external Liverpool based venue

# After making the choice ...

Submit the **Event Cover Form** and your Coordinator  
will be in touch

Keep in mind that using an external venue means you  
have to work alongside your society coordinator and  
the venue staff!

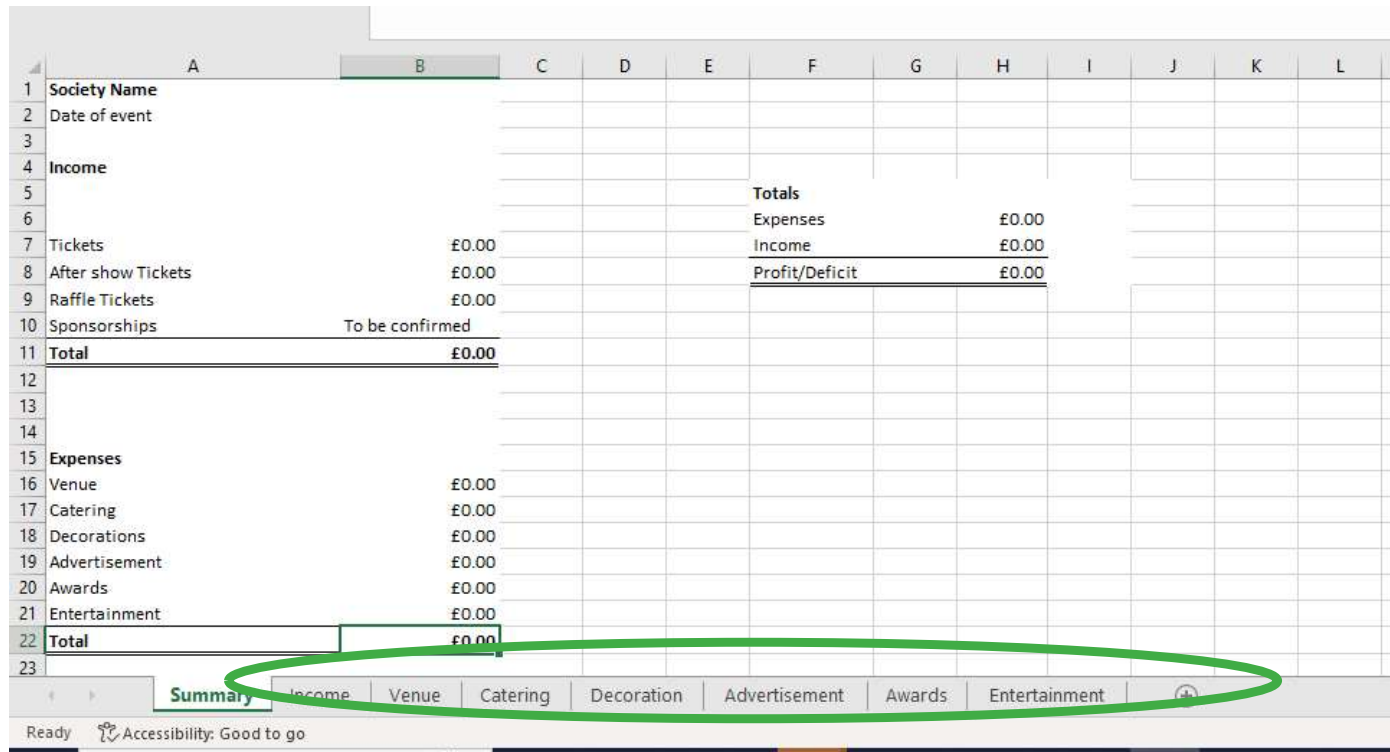
# Important Event Docs!

- Event Cover Form
- Budget Form
- Booking Contract & Terms of the booking
  - This includes min numbers/bar spend etc
- Venue PLI (Public Liability Insurance)
- Venue food hygiene rating (must be rated 3 or higher)
- PLI of any paid services
- Confirmation of sponsorship and or school funding
- Invoices
- Risk Assessment



# Budget Form

The spreadsheet will be sent by your coordinator and is **formulated** to match the totals and information needed on each tab!

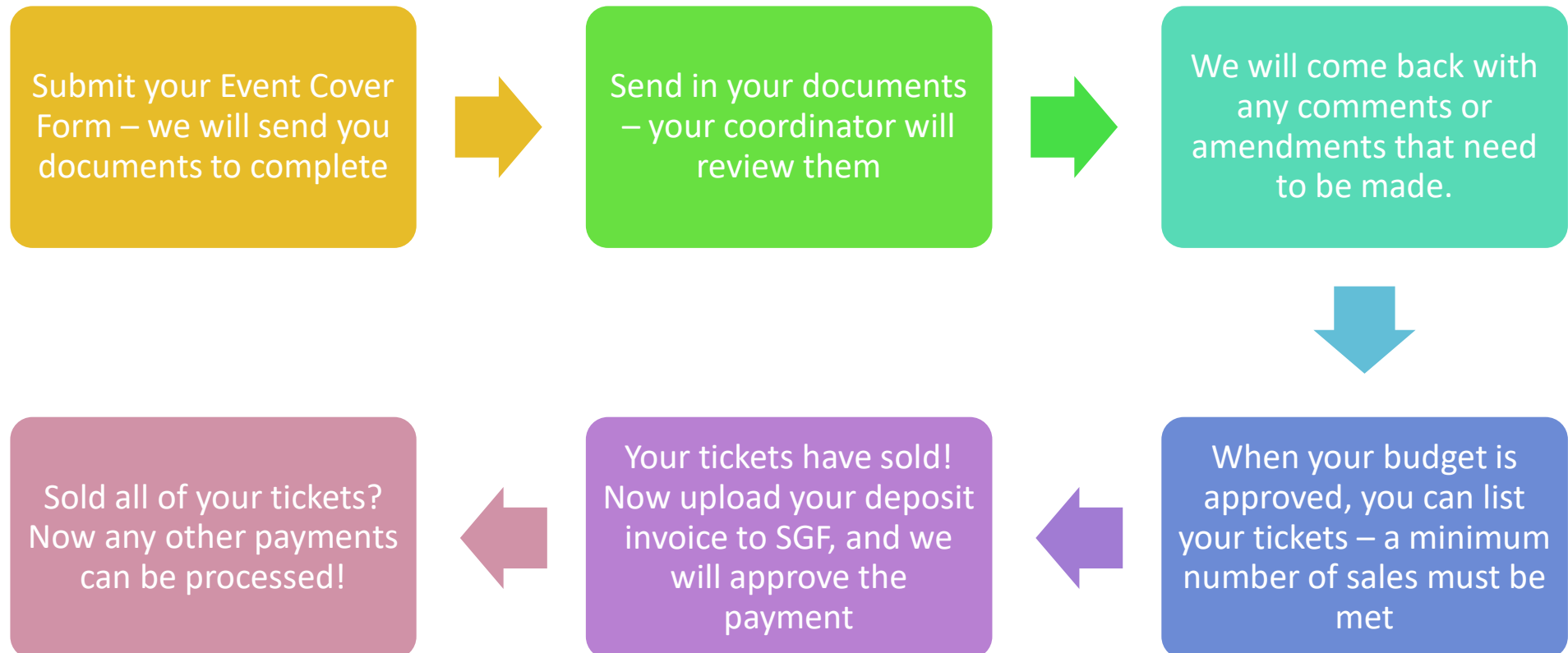


	A	B	C	D	E	F	G	H	I	J	K	L
1	Society Name											
2	Date of event											
3												
4	Income											
5						Totals						
6						Expenses		£0.00				
7	Tickets	£0.00				Income		£0.00				
8	After show Tickets	£0.00				Profit/Deficit		£0.00				
9	Raffle Tickets	£0.00										
10	Sponsorships	To be confirmed										
11	<b>Total</b>	<b>£0.00</b>										
12												
13												
14												
15	Expenses											
16	Venue	£0.00										
17	Catering	£0.00										
18	Decorations	£0.00										
19	Advertisement	£0.00										
20	Awards	£0.00										
21	Entertainment	£0.00										
22	<b>Total</b>	<b>£0.00</b>										
23												

Summary | Income | Venue | Catering | Decoration | Advertisement | Awards | Entertainment

If you are editing .... **please check the formulation!**

# Guild Processes



# Changes to numbers or struggling to sell tickets?

If you feel this is the case, please chat to us so we can support you in next steps.

Save so much money on venue fees by hosting with us!

**INTERNAL SOCIETY BALLS**

# Room Choices



- Mountford Hall - 300-360 max
- Stanley Theatre – 100 max

The Sphinx Courtyard will be your bar.

You can have tech support in both rooms and use of the stage.

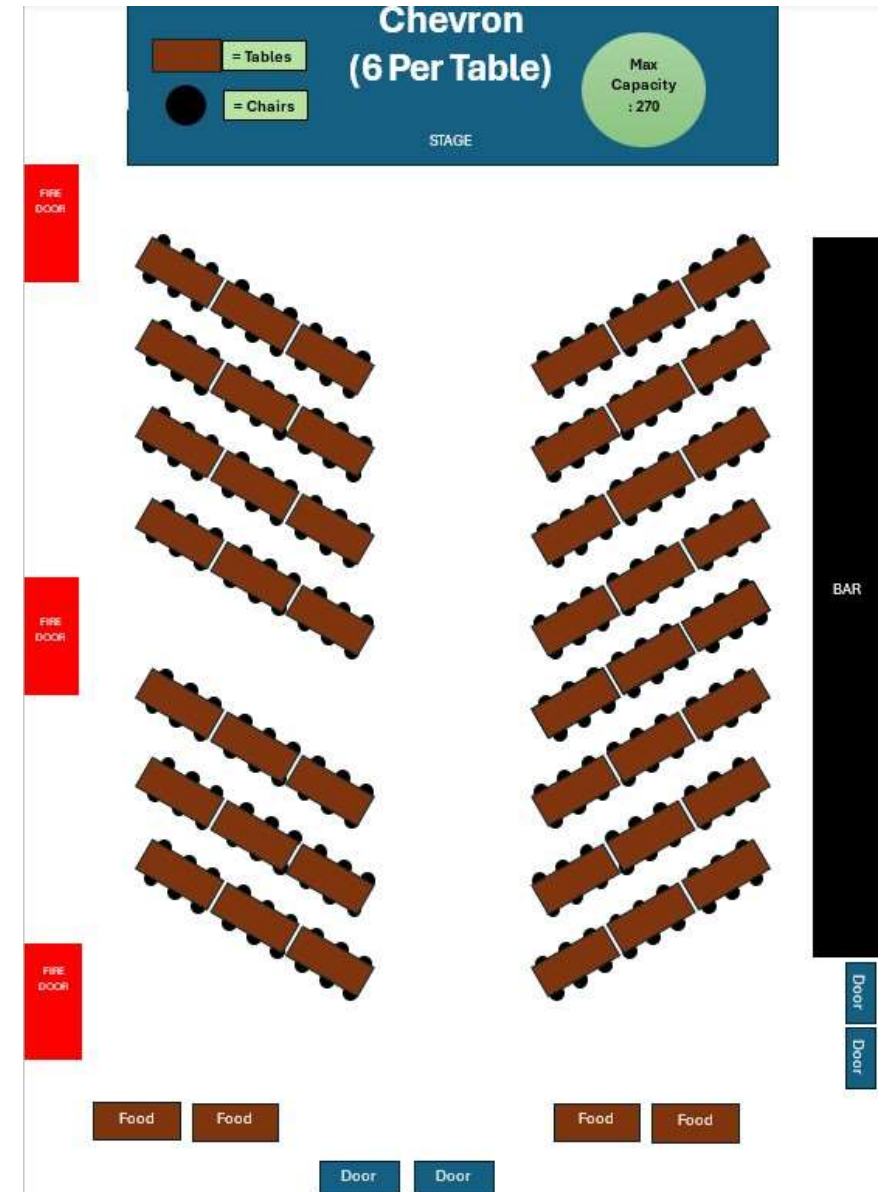
# A message from the Facilities Team!

Please make sure you send a layout for  
the room to your Coordinator!

If you are looking at using the Mountford Hall  
for an event, please consider the following set  
ups...

# Chevron

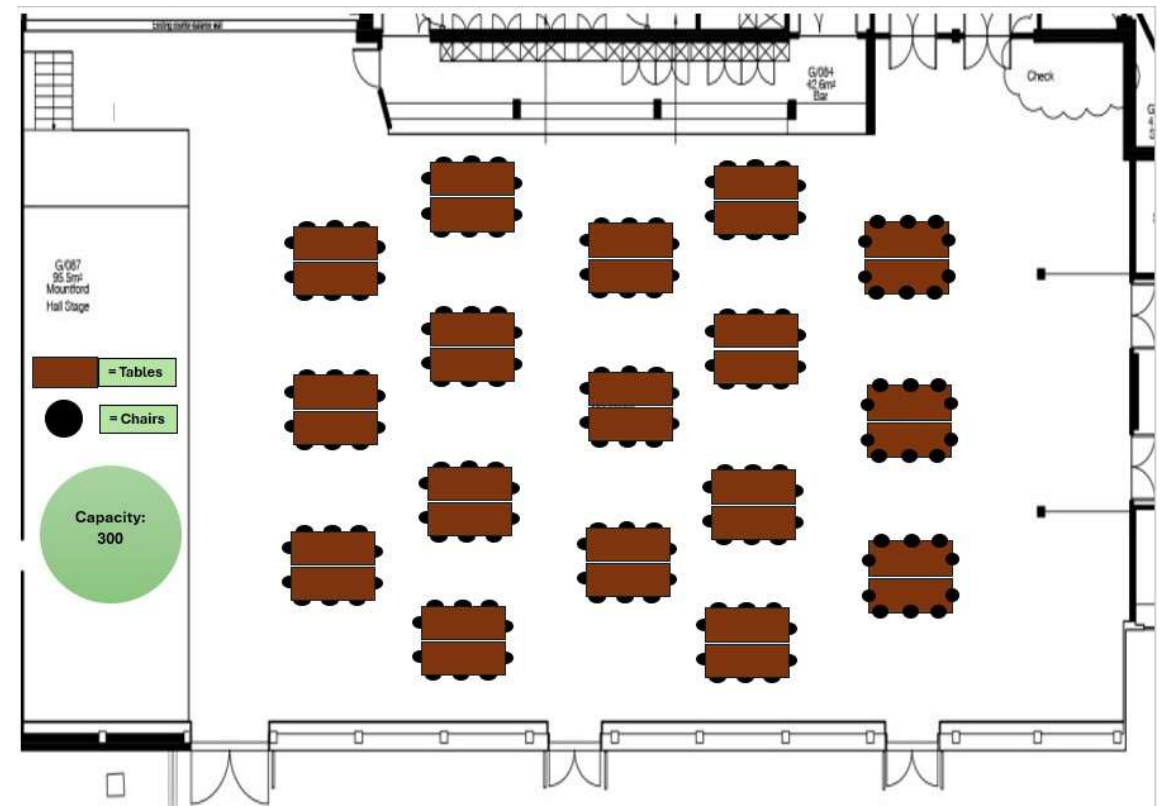
- **Max Capacity: 270**
- 3 tables alongside each other with 6 chairs on each
- Space for food tables at the back of the room
- Space for dance floor in front of stage





# Tables and Chairs (10 Per table)

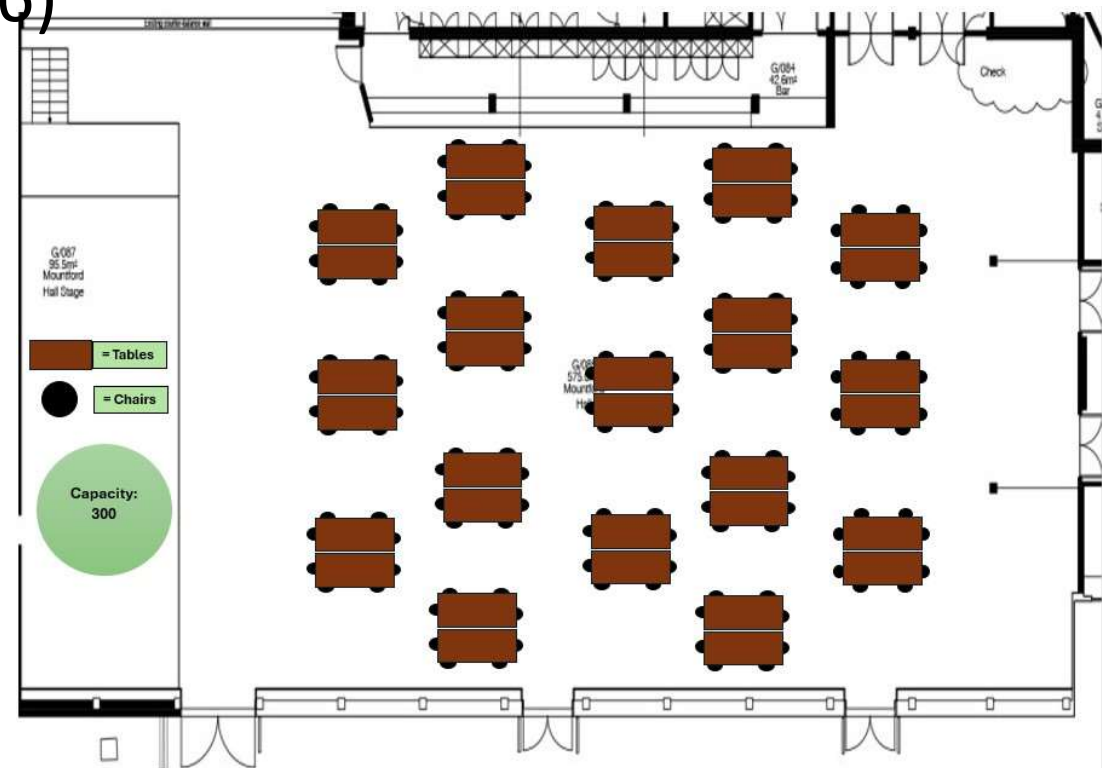
- **Max Capacity: 300**
- Double tables with 10 chairs each
- Ideal for larger events as you can get 10 people per table
- Space for catering tables at back of room





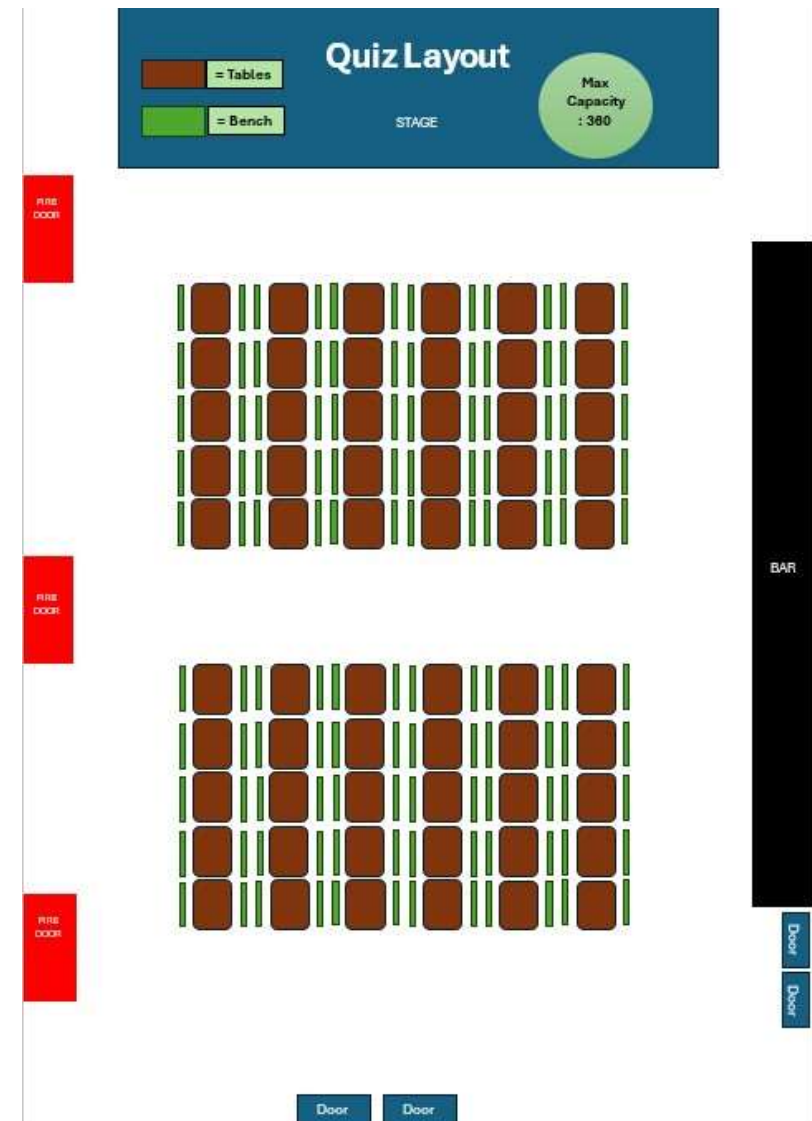
# Tables and Chairs (8 Per table)

- **Max Capacity: 300 (136)**
- Double tables with 8 chairs on each
- May be better for smaller events as the tables can be more spread out to fill the room
- Space for catering tables at back of the room



# Quiz Style

- **Max Capacity: 360**
- Tables with benches either side

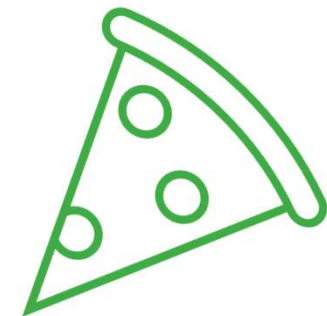


# Catering/Food Options

Hospitality  
Liverpool

Domino's Pizza

External Caterer



# Important Internal Event Docs!

- Event Cover Form
- Budget Form
- Food hygiene rating of Caterer and food hygiene certificate
- Running order
- PLI of any paid services
- Room layout
- Invoices
- Risk Assessment

# Internal Event Timeline

## 10/12 weeks prior notice

- Room booking & event cover form

## 8 weeks' notice

- Plans to be communicated in full to your Society Coordinator

## 5 weeks' notice

- Budget finalised & tickets selling

## 4 weeks' notice

- Running order submitted

## 2 weeks' notice

- Tickets sold out with all payments uploaded to SGF



# EXTERNAL SOCIETY BALLS

# Venues Societies have used previously

Oh Me Oh My

Liver Building

One Fine Day

Isla Gladstone  
Conservatory

Devonshire  
House

Titanic Hotel

Revolution

Metrocola

Neighbourhood

# Important External Event Docs!

- Event Cover Form
- Budget Form
- Booking Contract & Terms of the booking
  - This includes min numbers/bar spend etc
- Venue PLI
- Venue food hygiene rating (must be rated 3 or higher)
- PLI of any paid services
- Invoices
- Risk Assessment



# External Event Timeline

## 10/12 weeks prior notice

- Event cover form submitted

## 8 weeks' notice

- PLI, Booking Contract, and other documents prepared

## 5 weeks' notice

- Budget finalised & Booking contract confirmed

## 4 weeks' notice

- Confirm catering documents and other suppliers

## 2 weeks' notice

- Tickets sold out with all payments uploaded to SGF

# Ball Season is very busy!

Ball season is a very busy period for both students and Society Coordinators so managing expectations is important.

Be kind to yourselves!

# Resources to help planning

These have been uploaded to the website:

- Planning Checklist
- Budget template
- Coordinator Drop in
- Society Handbook

# Any questions?

These slides will be accessible on the website in the Society Handbook along with a Balls & Formals Guidance Document.