

Formals Organiser's checklist

Form al committee – 1 year prior

It is always best to get a group of creative, enthusiastic and organised people involved to make sure everything runs smoothly and the work load can be divided. Find a time slot which suits everyone to have a ½ hour meeting every 2 weeks and then weekly as the event gets closer to discuss all things formal and make decisions.

Choose your venue – 8 months prior

Speak to our formals coordinator about coming to have a look at our venues. She will take all your details and recommend the venue perfect for you. Book the venue and place your bond as soon as possible to make sure you don't miss out!

Call Katie on: 0410 456 120

Set a budget – 8 months prior

Ask for advice from your teacher on how to do this. It would also be good to speak to Katie to get approximate costs for everything involved such as photographers, decorations, entertainment etc. She really knows her stuff!

Make a spreadsheet of all the elements and their costs, go over everything as a committee to decide what you do and don't want for example additional decorations, a theme or maybe a red carpet?

Fund raising – 8 months prior

Speak to your teachers about how the school can get involved in raising funds for the event. Now that you have worked out your costs, you can work out how much you will have to charge for tickets. The more money you can raise, the less you will have to charge for tickets.

Book a photographer – 6 months prior

We always use Silvercity Photography or Expressions Photography. Here's their websites so give them a call:

Silver City Photography – 02 9552 2402

Advanced Life Photography - 1300 653 883

Chair Covers & Candelabra's - 9517 9000

Transport – 3 months prior

Have you thought about arriving in a fancy car, a water limousines or in a group in a bus. Here are some contact details of suppliers we recommend:

Australia In Style - 9310 0200

Open Air Cars - 93452330

A Stretch Porsche - 9789 555

Water Limousines - 1300 666 484

Order room decor – 3 months prior

There are loads of great ways to decorate your room for the extra wow factor when guests arrive.

We recommend:

Mad Balloons – 9638 7432

Hollywood for Hire - 9989 8934

Decide on the menu with your coordinator – 3 months prior

You will have been speaking to Katie a lot by now so she will have sent you over some menus and gone over the options. With the committee, sit down and finalise the food for the night.

Write up a run sheet – 2 months prior

It is always best to have things as organised as possible for the day so work out timings for the night.

An example is:

18:00 Venue can be accessed

18:00 Decorators arriving to set up

18:00 Entertainment arriving to set up

18:00 Photographer arrives to set up

18:30 All committee members to be at the venue

19:00 Guests begin to arrive

19:00 DJ to begin playing back ground music, photographer to start

19:30 Guests to be seated and food service to begin

21:45 Tables to be cleared

21:45 Prizes and awards to start

22:00 DJ to play dance music

00:00 DJ finish. Guests depart

Confirm all your details with your coordinator – three weeks prior

Organise a final meeting with Katie to make sure you have not missed anything and to make sure all your suppliers are booked.

Get ready and have fun!