melbourne event group

THE (UNI) BALL SURVIVAL GUIDE

Your committee's cheat sheet to planning a seriously good night.

Congratulations! You've been put in charge of organising the uni ball.
Or perhaps you've been voluntold.

Big guest list? Big expectations? A whole lot to organise?
Good thing you've found us.

From budgets and venues to food, drinks and the easy-to-forget details, this guide helps you plan a great night, keep your committee happy and enjoy the event you've worked so hard to organise.

LET'S GET THE BALL ROLLING.

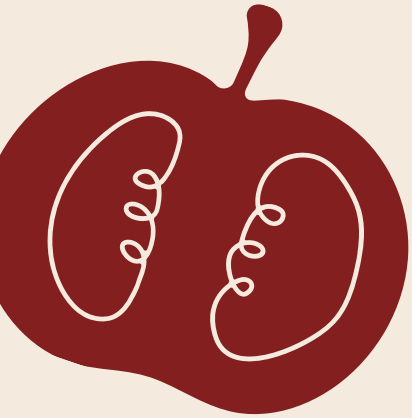
Filling cups, bellies, and hearts.

FIRST THINGS FIRST.

Before the group chat gets out of control.
Before you start choosing centrepieces or arguing about the playlist, there are a few things your committee needs to agree on. Think of these as the foundations for a very good night.

YOUR TO-DO LIST

- [ ] Pick your date. Or at least narrow it down to a few options. Popular dates book quickly, so a little flexibility helps.
- [ ] Get an idea of guest numbers. Are we talking 100 people or 400? Your estimate helps determine the right space and package.
- [ ] Set your budget. Work out what your society can contribute and what guests would realistically pay.
- [ ] Decide on your ticket price. Factor in the venue, extra suppliers, ticketing fees and other event costs.
- [ ] Agree on your event style. Black-tie ball, glamorous gala or a big night of food, drinks and dancing?
- [ ] Choose your decision-makers. Who talks to suppliers? Who has final approval? Make that clear early.
- [ ] Start exploring venues. Find somewhere that suits your numbers, budget and the experience you want.



A LITTLE TIP FROM MEG

You don't need every detail figured out.

A rough date, estimated guest numbers and budget are plenty to get the conversation started. Our Event Architects can help you explore venues, packages and the possibilities.

GOOD THING YOU'VE FOUND MEG.

We can help you tick off:

- Exploring venue options
- Understanding packages
- Checking availability
- Finding a fit for your guest numbers
- Getting those big decisions underway

You've got the ideas. We've got the experience.

FIND A VENUE THAT UNDERSTANDS THE ASSIGNMENT.

Because the venue can make or break the night.

A beautiful space is a great start, but there's a little more to consider before signing on the dotted line.

YOUR TO-DO LIST

- [ ] Does it fit your guest list? Room for everyone to eat, drink and dance comfortably.
- [ ] Is there a proper dance floor? Nobody wants to dance between tables.
- [ ] Is the location convenient? Consider how guests will get there and home again.
- [ ] Does it suit your event style? Formal dinner, cocktail party or something in between?
- [ ] What's actually included? Food, drinks, styling, entertainment, security and coordination can all affect the budget.
- [ ] Are there extra costs? Ask about minimum numbers, optional upgrades and exclusions.
- [ ] Will someone help you plan? A great venue is one thing. A great team behind it makes the difference.



A LITTLE TIP FROM MEG

Compare what's included, not just the price.

A cheaper quote might look appealing until you're organising lots of extras separately. Ask for a clear breakdown before your committee decides.

GOOD THING YOU'VE FOUND MEG.

Meet Leonda By The Yarra.

Beautiful riverside spaces, delicious menus and a team that knows how to bring a celebration together.

- Finding the right event space
- Exploring food and beverage packages
- Understanding inclusions
- Planning with an experienced team
- Creating a night guests will love

Beautiful venue? Tick. Great hospitality? Absolutely.

LET'S TALK ABOUT THE IMPORTANT STUFF.

Yes, they'll remember the outfits. They'll remember the food, too.
The drinks, the food and whether anyone spends half the night wondering when dinner is coming. It's all part of the guest experience.

YOUR TO-DO LIST

- [ ] Choose your dining style. Seated dinner or a more relaxed cocktail-style experience?
- [ ] Explore your menu options. What will guests love, and what suits your event style?
- [ ] Understand the beverage package. Ask what is included, the service times and alcohol-free options.
- [ ] Plan for dietary requirements. Know how to collect details and when your venue needs them.
- [ ] Think about event timings. Fit food service around speeches, awards and entertainment.
- [ ] Check for extra options. Sometimes the little extras make a big difference.

A LITTLE TIP FROM MEG

Good food shouldn't be an afterthought.

Choose a venue that cares about the menu as much as the room. Ask what dietary needs can be accommodated and what the kitchen needs ahead of time.

GOOD THING YOU'VE FOUND MEG.

Good food is kind of our thing.

Our chefs are passionate about delicious food, and our team can help you choose options that suit your celebration.

- Exploring menu options
- Choosing a dining style
- Understanding beverage packages
- Reviewing dietary requirements
- Planning food service around your event

Filling cups, bellies and hearts.
It's what we do.



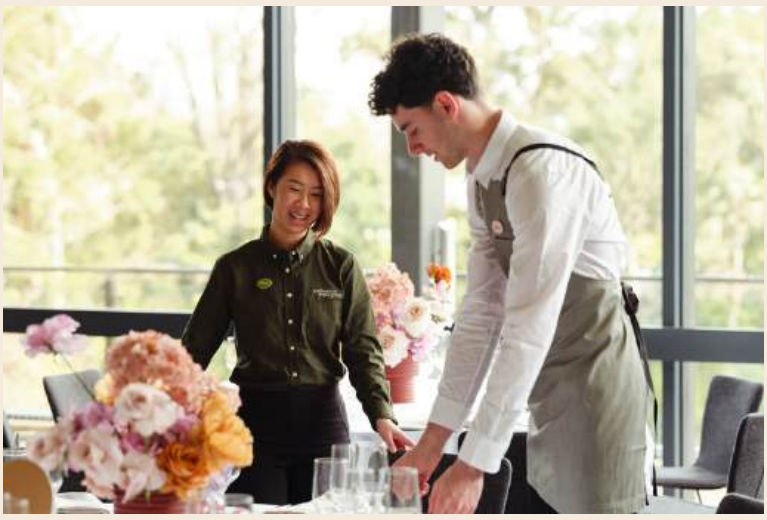
THE SMALL THINGS THAT MAKE A BIG DIFFERENCE.

The stuff you'll be glad you remembered.

You've found the venue. You've got the menu sorted. The committee is finally agreeing on something. Amazing. Here's what else needs a look.

YOUR TO-DO LIST

- [ ] Entertainment. DJ, live music or something else? Decide what will keep the night moving.
- [ ] Photography. If everyone gets dressed up, someone will want photos.
- [ ] Styling. Think centrepieces, table layouts and the look of the room.
- [ ] Security. Find out what the venue requires and whether it is included.
- [ ] Speeches and awards. Who is speaking? Any presentations or formalities?
- [ ] Running sheet. Map out the night from guest arrival to final farewell.
- [ ] Supplier access. When can outside suppliers set up and pack down?
- [ ] Accessibility. Consider the needs of all your guests.
- [ ] Getting there and home. Check parking, public transport and departure plans.
- [ ] Seating arrangements. For seated events, make a clear table plan.



A LITTLE TIP FROM MEG

Ask what your venue already provides.

Before booking five suppliers, check what is included and what is optional. It can save an impressive number of emails.

GOOD THING YOU'VE FOUND MEG.

We've thought about the little details.

Depending on your package, entertainment, styling and security may be included or available as options.

- Entertainment options
- Styling inclusions
- Security requirements
- Venue-related timings
- Coordinating agreed arrangements

Fewer suppliers to chase. More time to enjoy the night.

KEEP THE GROUP CHAT UNDER CONTROL.

Organising the ball is one thing. Organising the organisers?
The treasurer has questions. The president has ideas. Someone's changing the theme. And there are 147 unread messages. Sound familiar?

YOUR TO-DO LIST

- [ ] Give everyone a job. Make sure each committee member knows their responsibilities.
- [ ] Agree on decisions. Not everything needs a three-hour committee meeting.
- [ ] Choose one or two main contacts. Your venue and suppliers will thank you.
- [ ] Keep everything together. One shared document or spreadsheet prevents confusion.
- [ ] Set deadlines. Especially for big decisions, ticket sales and guest details.
- [ ] Have a ticket sales plan. Agree on launch dates, promotion and who will manage sales.
- [ ] Track your budget. Record payments, ticket revenue and extra expenses.
- [ ] Schedule progress check-ins. Little updates are better than last-minute surprises.
- [ ] Keep your venue in the loop. If something changes, tell your event contact.

A LITTLE TIP FROM MEG

Too many decision-makers slow things down.

Nominate one or two committee members to communicate with your venue. Everyone will know who's responsible for what.

GOOD THING YOU'VE FOUND MEG.

You don't have to be an event planner.

Our Event Architects get you started. Once booked, our Coordination Team works with you on the event details.

- Understanding the planning process
- Working through package decisions
- Confirming event arrangements
- Keeping venue details organised
- Bringing agreed plans to life

Your committee handles the student side. We'll help with the hospitality side.



THE NIGHT IS GETTING CLOSER.

Here's what to check
You've made the big decisions. Tickets are selling. The outfits are being planned. You're almost there!

YOUR FINAL CHECKLIST

- [ ] Confirm final guest numbers.
- [ ] Submit a seating plan, if required.
- [ ] Collect and communicate dietary requirements.
- [ ] Finalise event timings and the running sheet.
- [ ] Confirm speeches, awards and presentations.
- [ ] Check entertainment and supplier arrangements.
- [ ] Share arrival information with guests.
- [ ] Make sure the committee knows their jobs on the night.
- [ ] Check all venue deadlines are met.
- [ ] And finally... remember to enjoy yourself!

A LITTLE TIP FROM MEG

Don't leave decisions until the week of your event.

Your venue will have deadlines for final numbers, dietary information and other arrangements. Add those dates to your committee calendar early. Future you will be grateful.



YOUR CHECKLIST IS LOOKING PRETTY GOOD.

THE (UNI) BALL'S IN YOUR COURT.

WE'LL TAKE IT FROM HERE.

You don't need to figure it all out yourself. From venues and packages to the little details, our experienced team is here to make planning easier.

Meet Daniele, your Corporate Event Architect. Got a date, guest numbers or even just a big idea? Dan would love to hear what your committee has planned.



LET'S GET THE BALL ROLLING >

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Filling cups, bellies and hearts

03 9819 1020 • events@melbourneeventgroup.com.au • melbourneeventgroup.com.au