

# How to organise a ball

## Having a ball

Balls can raise loads of money but are a lot of work so make sure you have a solid support system in place.

### Choose a date and time

Balls usually take at least a couple of months to plan if not longer so make sure to leave plenty of time!

### Choose a venue

Somewhere big enough to seat lots of guests and preferably with a stage for some entertainment to perform and a presenter to host. You may be able to get a discount with an official letter of authority from Centrepont.

### Source some entertainment

Do you have any celebrity contacts or particularly talented friends? Get in touch and ask if they'd like to perform on the night but remember that celebrities can charge a high fee.



### Book a caterer

Ask guests for their dietary requirements .

### Promote tickets on social media and email

Decide how much to charge for entry, remember to factor in cost of the venue, caterers and entertainment. Donate the profits to Centrepont.

### Put an ask out for volunteers on the night

Ask friends and family to support you on the night by helping to set up the venue, selling raffle tickets and serving drinks.

### Organise an auction

Ask local businesses, friends and family to donate prizes that you can auction off on the night to raise even more money.

Get in touch – email [events@centrepont.org](mailto:events@centrepont.org) to let us know when you're planning your event so that we can provide support and resources in the lead up to it.