

## Afterball Check List

**This document will help you plan your after ball step by step, it will also help with calculating your ticket price.**

You must set a maximum limit on the amount of invites (tickets to be sold i.e. 500) When you have calculated the total cost of the event, base your actual ticket price on a minimum amount of invites (tickets i.e. 350) Example: Total cost of event \$6500 / 350 = \$18.50 per person.  
Actual Sales: \$18.50 x 500 = \$9250 this method will guarantee you cover all your costs.

**Date of Ball:** \_\_\_\_\_

**Time of Afterball:** Start \_\_\_\_\_ am Finish \_\_\_\_\_ am

**Venue details** Location:  
Contact Name: Ph: Price:

### Venue Facilities

Kitchen  Water  Oven  Power  Tables

Cleaning  Phone  Rubbish/Recycle Bins  Chairs

Number of Toilets \_\_\_\_

	Check Box ✓	Bond	Price
Venue Confirmed	<input type="checkbox"/>	\$	\$
Toilets Portaloos (if required)	<input type="checkbox"/>	\$	\$
List of Attendees	<input type="checkbox"/>		
Police informed – Documents Complete	<input type="checkbox"/>		
Rubber Stamp for Door	<input type="checkbox"/>		\$
Tickets – Rules Printed Clearly	<input type="checkbox"/>		\$
Parental Volunteers – Informed of Duties	<input type="checkbox"/>		
Buses Confirmed – Documents Complete	<input type="checkbox"/>		\$
Security Confirmed – Informed of Duties	<input type="checkbox"/>		\$
DJ or Band Booked – Documents Complete	<input type="checkbox"/>		\$
Non-Alcoholic Drinks	<input type="checkbox"/>		\$
Food and BBQ Hire	<input type="checkbox"/>		\$
Other	<input type="checkbox"/>		\$
<b>TOTAL COST:</b>			<b>\$ _____</b>

Total Cost \_\_\_\_\_ divided by Minimum attendees (tickets) \_\_\_\_\_ = Ticket Price