

Afterball information – NZ Police

New Zealand Police
(Address)
(Address)
(Address)

Date (minimum one month prior to event)

Dear Sir or Madam:

My name is _____ I have been appointed as leader of our afterball committee. I am writing to inform you of our plan to organise an afterball and can assure you that we are following the recommended guideline provided to us by

A.L.A.C / Sounzgood Entertainment / schoolball.co.nz / NZ Police. (Circle one)

We would like to request police support for our event during the arrival of attendees and again at the end of the night during departure. Enclosed are details of the event.

Date of Ball:

Name of School:

Location of Ball:

Afterball Details

Number of Attendees:

Time of Afterball:

Start_____am

Finish_____am

Organisers Details:

Contact Name:

Address:

Phone:

Mobile:

Venue Details:

Location Address:

Contact Name:

Phone:

Security Details:

Company Name:

Number of Guards: