

## General Information Sheet

***Please keep this copy in a safe accessible place.***

***In this information sheet I have attempted to cover anything you may need to know.***

***If you have any queries please feel free to ring me anytime on 9749 2897 or mobile 0411 457 992. I am always happy to talk with parents over any issues of concern. You may also be able to access the information you're wanting from the web site.***

### TICKET SALES

The cost of tickets is \$75 each and will go on sale approximately six weeks prior to the Ball. A children's ticket for those under 12 at a cost of \$50 is available. The adult \$75 ticket will cover the cost of pre dinner nibbles, a three-course meal, followed by chocolates and coffee/tea and also includes drinks of light beer, bottled wine and soft drink. The children's ticket will provide a two-course meal consisting of chicken fillets and chips, sweets of ice-cream and drinks. A top class function band is engaged to provide dancing for all guests once the Debutante Presentation has concluded.

Receipts will be issued for ticket payments. Please keep these receipts in case there is a discrepancy. Tickets will be issued the week before the deb, once all sales and seating are finalised. If paying by cheque, please make cheque payable to **Debutante Presentations**. Any bank charges relating to dishonoured cheques will be charged to the Debutante/Partner. No cheques will be accepted for payments during the week leading up to the Ball. Direct Deposits can be made, please see payment options on page 3 for bank details.

Each couple will be allocated tables according to the number of girls in the group ie. the total of available tickets divided by the number of girls. (Generally 12 to a table, there are a few tables that only sit 8). With 16 girls in the group this means that each couple will be allocated three tables (36 tickets) with a few spare tables for those wanting additional tickets. **Allocated tickets will be saved up to 3 weeks prior to the Ball, after this date all unsold tickets will be available on a first come basis. No tickets are held after this date without full payment.**

The debutante's/partner's parents will be able to pick their family table from the side which their children are being presented, once payment for a full table (8-12 tickets) has been received. Debutante's family will be able to choose **one** table from those marked as Debutante family tables and Partner's family will choose from those indicated for partners. Table allocations will be finalized two weeks prior to the ball with ticket sales after this date only being available if they can be accommodated on the floor plan.

### OPTIONS FOR PAYMENT FOR TICKETS

#### Method of Payment

- **Cash** Can be paid at practice or ring and make a time to pay at the home office which is open day and evening providing I'm home.
- **Cheque**
  - Cheques are to be made payable to "Debutante Presentations"
  - Please note the Payee will be responsible for any charges relating to dishonoured cheques
  - No cheque will be accepted the week of the Debutante Ball
- **Direct Deposit**

Account details are:      Bank:                      National Australia Bank, Hoppers Crossing  
Name of Account:      Debutante Presentations  
Branch number:        083.758  
Account number:       85959 2539

When depositing funds into my bank please send an email or call to advise that this has been done. Receipt numbers will be emailed

### GUARDIAN DECLARATION

Parents are asked to sign a declaration accepting responsibility for all your guests and agreeing to act as guardian for all ticket holders who are under 18 years of age who have purchased tickets in your child's name. Older brothers, sisters, debs or deb partners are not able to sign the declaration. It is felt that to take a responsible approach to the issue of minors drinking alcohol and guests general behaviour that we require an older person who has had the experience of dealing with teenage children to accept the responsibility on the evening. The declaration states:

*“I will be in attendance on the (date of ball) and agree to act as guardian for any person under the age of 18 who have purchased tickets in my child's name.*

*I agree to ensure that if any person under the age of 18 is asked to leave as his/her behaviour is not acceptable, I will organise appropriate arrangements for this person so as he/she will not be left in a situation which could be dangerous to themselves or others.”*

I suggest that any of your children's guests who are under 18 and you have doubts as to their behaviour that you request a bond from them which can be returned or if necessary used to send them home in a taxi. The other suggestion is to make arrangements with their parents so that if there is a problem you can ring them to pick their child up from the centre.

This form must be signed whether alcohol is served to your tables or not, also the age of guests does not matter. A signature must be provided for each debutante and partner before they commence practices. This removes the need to check everybody's ID. If parents are not willing to sign the form then your child will not be able to participate in the Debutante Ball.

Tickets must be presented at the door for admittance and be held by the guest for the entire evening. Guests must be able to produce ticket on request; failure to do so could result in guest being asked to leave. Guest must sit, for their meal, at the table allocated and indicated on their ticket. Place cards provided and placed on tables are to assist guests seating but it is the ticket that defines the table at which they are sitting.

## **GUESTS**

### **CONDITIONS OF ENTRY AND EXPECTED BEHAVIOUR**

A dress code does apply on the evening. Guests are expected to wear semi formal dress. This includes a tie and jacket for gentlemen. Sneakers, jeans, T-shirts, loud printed shirts, are not accepted for male or female guests. Guests who do not conform to the required standard will not be admitted. If dress deteriorates during the evening to a point where the guest looks untidy, the organiser may use their discretion and request guest to leave. This means shirt hanging out, top shirt removed to reveal T-shirt etc. The guest will be given the opportunity to adjust their clothing before they would be removed from the premises. Guests must, at all times follow the directions of the Security Staff.

### **ALCOHOL AND GUESTS BEHAVIOUR**

Any guest who is obviously intoxicated on arrival will not be admitted. It is an offence to allow an intoxicated person onto licensed premises. It is also an offence to allow a person, once intoxicated, to remain on licensed premises. Please ensure that all your guests are aware of this, in particular the younger members of your party.

- Drink is only to be consumed while sitting at tables. Guests must not move around the room drinking or carrying glasses.
- Guests are not permitted to eat or drink on the dance floor.
- Guests are not permitted to bring your own drink. Alcohol and soft drink is provided.
- Bags and any drink (alcohol or soft drink) are to be left at the door. A receipt will be provided to allow pick up at the end on the evening. Large carry bags are not permitted into the function room. (Nappy bags accompanied by a baby are permitted)
- Guests are not permitted to move about the room while debutantes are being presented **and are not permitted at any time during the presentation to stand on the dance floor. This includes Mums, Dads, Aunties, Uncles, Grandparents and any body else. In other words this means YOU. Have consideration for the debs, partners and other guests wanting to view the presentation. Guests not abiding by the regulation may be removed from the venue.**

Under age drinking is the responsibility of the agreed guardian. The law does allow for people under the age of 18 to drink alcohol providing a meal is served and that they have a guardian present, however that does not mean that they can become intoxicated (refer to paragraph above)

Any guest whose behaviour is jeopardising the enjoyment of others or who is drinking alcohol to excess will receive two warnings before being asked to leave. The security guards will issue the first warning, the second instance, the agreed guardian will be asked to warn them and the third time the agreed guardian will be asked to accompany the security guard so that responsible arrangements are made for the person on their removal from the premises.

No guests will be permitted entry prior to 7.00 p.m.

**Only light beer is served.** We apologise to the responsible guests but as the majority of the guests are young we feel that this is a sensible approach to the alcohol problem. We don't want to follow the trend of making the evening alcohol free, so we feel that this is a compromise to ensure that all guests are able to have an enjoyable night. A trial of heavy beer was conducted however this was not successful resulting in the owners of the Reception Centre advising that they would not allow this practice to continue.

## **NO SMOKING**

**Due to legislation, there is no smoking inside the venue. Hopefully next year the function centre will be able to provide a special smoking area removing the need for guests to exit the Centre. Once this is available, pass outs will not be available.**

# **Information for Debutantes, Partners and Families**

## **THE NIGHT OF THE DEB**

- On the night of the Deb, debs, partners and junior attendants are to arrive at Ball venue between 4.45 and 5.15pm. As a Video is taken of the couples arriving, it is advisable to not arrive outside these times.
- On arrival at the reception centre Debutantes will be provided with bouquets and buttonholes and gloves for the boys.
- Each deb and partner is provided with place cards for your tables, that is one for each ticket purchased. You need to write your guests names on the cards and place these on the tables when you arrive. Please do this carefully as a simple error can cause havoc. Also if your tables are not set correctly this will quickly identify the problem.
- Once everybody has arrived the group photo will be taken. This again highlights the need to be on time as it is disappointing if somebody misses the group photo. After the photo we will have a quick practice before everybody goes upstairs to wait and have individual portraits taken. It is important that you remain upstairs and behind the row of chairs.
- The doors are open for guests at 7.00 p.m – not before, so the practice and anything else which needs to be done downstairs needs to be completed before this time.
- A chaperone is on duty to assist with any problems and to generally look after you. She has a case that is bottomless with anything you can imagine in it.
- Sandwiches and drinks are also provided for you to eat while waiting. You are requested not to bring your own food as we must be aware of spills and stains, not just on your clothing but the clothing of others.
- Debs and partners must leave any drink you have brought with you for the after party in your bags that will be locked away. If any deb or partner is found sneaking drink it will be confiscated and not returned.
- Any deb/partner who is intoxicated or affected by any substance before the presentation will not be presented and their parents asked to take you home.
- There will be no alcohol on the debutante tables. Debs and partners who wish to drink alcohol on the evening will need to go to their parents' tables where it will be at the parent's discretion.
- After the presentation, family photos will be taken upstairs, these photos are limited to family and I ask that you go upstairs in presentation order. The last thing we want is for you to queue all night waiting for photos. No photos will be taken during the barn dance.
- The debutantes and partners will do the Barn Dance after the main course.
- The evening will conclude at 12.30 am so I suggest if you are wanting to book limousines that you arrange them for pick up at 12.45 am.
- **Deb and partner are expected to stay for the entire evening which concludes at 12.30am.**
- **No deb or partner is to change out of his or her dresses/suits before the end of the last dance.**

## ***COLOURS AND DECORATIONS FOR THE NIGHT OF THE DEBUTANTE BALL***

The complimenting colour for the Balls will be Green. Decorations, etc. will be Green. Burgundy artificial roses will be used for the flowers.

The centre will be decorated with balloons and table centres. The theme for the decorations will be teddy bears. At the conclusion of the evening, at the discretion of the organiser, debutantes and partners will be given a teddy bear as a gift.

## ***PHOTOGRAPHER***

The Photographer used on the evening of the Debutante Ball is Suede Imagery (Tim Marcus). Tim has been in the Photography business for 20 years and won his first Accredited Professional Photographers of Australia Institute award in 1995. Tim has gone on to win many awards in the Wedding and Open sections in both the Victorian and Australian Awards and was the photographer for the 2008 Myer Fashion Awards.

The cost of the photos are not included in your Debutante/Partner Payments. This provides you with the opportunity to choose your own personal requirements. Photos are available to order from the first week after the deb and can also still be ordered years after.

## OTHER INFORMATION

### ***YOUR PAYMENT TO PARTICIPATE***

Your Payment to participate in the Debutante Group covers the cost of your meal and a DVD. Also the girls will be provided with their Bouquets and a personalised Sash, while the boys payment also covers the cost of the suit hire. A bond will be requested from all partners prior to picking up their suit. This will be returned on return, on time, of the suit.

**The DVD is taken by FL Video.** Approximately six weeks after the Deb a DVD night will be organised. This date will be listed on your list of dates. I provide Pizza and Coke and, providing there is no outstanding financial issues, you can then take your DVD home with you at the conclusion of the Evening

The cost of your Dancing classes is included in the Debutantes payment.

## OPTIONS FOR ALL PAYMENTS

### Method of Payment

- **Cash** Can be paid at practice or ring and make a time to pay at the home office which is open day and evening providing I'm home.
- **Cheque**
  - **Cheques are to be made payable to "Debutante Presentations"**
  - **Please note the Payee will be responsible for any charges relating to dishonoured cheques**
  - **No cheque will be accepted the week of the Debutante Ball**
- **Direct Deposit**

**Account details are:**      **Bank: National Australia Bank, Hoppers Crossing**  
   **Branch number: 083.758**  
   **Account number: 85959 2539**

When depositing funds into my bank please send an email or call to advise that this has been done. The receipt number will be forwarded for email

### ***PARTNERS – Dress Attire***

Boys will be measured for their suits before or after one of the practices as indicated on the training date sheet. Any fathers or brothers wishing to hire suits from Spurlings may do so at a cost similar to that of the Deb partners (for a plain dinner suit). Payment will need to be made prior to the measuring and you would need to attend to be measured at the same time as the partners.

Boys will have to leave a \$50 (Cash) deposit when taking their suit. This will be returned when suit is returned.

## Suits

**Suits are to be returned according to instructions that will be provided to each group.**

**You may ring 9749 2897 or 0411 457 992 to make arrangements if you wish to return your suit outside the instructions.**

### Shoes for Partners

Your application is accepted on the basis that you agree to practise in your deb shoes from the third practice. Shoes must have a smooth leather or synthetic leather sole. Small ripples are acceptable. Sole **must not** be made of a material that will grip the floor. Rubber or Crepe soles are not suitable. The idea when dancing is to "glide". Thick bulky soles are also not suitable. I do have a very limited number of shoes for hire (for practices as well as on the evening) for \$10.00 per pair.

### ***DEBUTANTES – Dress Attire***

Girls are to wear gloves (your choice of style, to compliment your dress). Remember you should be in all white; please do not wear coloured trims or colours in your hair. Jewellery may be diamantes, gold, silver or pearls.

Girls' dresses are not to touch the ground. Please ensure that hems are short enough to clear. Also please ensure that you can dance, raise you arm above you head and curtsy in your dresses.

### Shoes for Debutante

Your shoes must have a smooth leather or synthetic leather sole. The sole must be attached to your heel, that is a fully filled in heel or a strap. Slides are not suitable. Built up soles also are not suitable to dance in.

Your application is accepted on the basis that you agree to wear suitable shoes and practise in these shoes, and a long skirt from the third practice..

## ***BEHAVIOUR AT DEBUTANTE PRACTICE***

Practice should be enjoyed by all, this includes the instructors. Everybody should be treated with respect and in a manner in which any of us would expect to be treated ourselves. Although practice should be fun and we do try to bring a fun element into our practices we still do have a certain amount of work to do and everybody needs to cooperate for this to happen. I cannot pander to one person's behaviour or moods. The outcome relies on a group contribution and therefore there is an expectation that everybody in the group will put in to their best abilities. If you are unwell or are carrying an injury you need to make the instructor aware of this.

Attendance at practices is a commitment and should be treated that way. It is not something we do if we have nothing better to do. If you know when you sign up that you already have a commitment that will interfere with one or more practices please convey this to Lorraine Dooley so a suitable arrangement can be discussed.

The two rehearsals at the Function Centre are compulsory and, if really necessary, only missed after discussions with Lorraine

## ***PARENTS***

Please remember if there is something that I cannot allow every person to do then I am unable to let anybody to do it. If you are in doubt of anything please ask but if I am unable to give you a positive response please understand. I want to keep everybody happy and that is why sometimes I have to say no.

If you have an issue you wish to discuss with me please ring and make an appointment. Discussing issues at practice is not suitable. It interferes with practices, is very public and also is not the type of environment to discuss matters which you may be concerned about. Let's have a cuppa (or a glass of wine) in a civilised manner.

## ***WORKING BEE***

Parents are asked to assist in the preparation of table centres. A Working Bee will be held at the Function Centre on the Rehearsal night the week of the Deb, while the couples are practising. Table centres are simple and require little time or expertise.

**Attendance at practice indicates that you and your parent have agreed to comply with all requirements as listed in this document. We always attempt to negotiate a suitable outcome to any situations however if this is not possible non compliance will be a breaking of the contract which may result in the Debutante or Partner being removed from the group with no financial compensation.**

*Lorraine Dooley*

Principal Officer, Debutante Presentations