

Ball Committee Details & Duties

Establish Committee Meeting date w/Captain

Maintain Committee members points & report to Captain

Prepare Projected Budget

Present Budget to Co-Captain of Finance by set date for approval by board
Work closely w/ Co-Captain of Finance in keeping approved budget up to date
Responsible for collecting all receipts for Co-Captain of Finance

Reserve Location if not previously set w/approval & guidance by Captain

Pay Deposit

Any contracts must be signed & approved by Captain &/or Co-Captain of Finance

Schedule DJ

Pay Deposit

Any contracts must be signed & approved by Captain &/or Co-Captain of Finance

Schedule Photographer if not previously done

Establish Backdrop

Deposit- Get names ahead of time for checks to be cut from Co-Captain of Finance

Get Package info. for invitation

Hire Security w/Calcasieu Sheriff's Department

Get names ahead of time for checks to be cut from Co-Captain of Finance

Pay in full @ event

Hire Check-In Staff(2-3 people)

Must be at least 21 years of age

Get names ahead of time for checks to be cut from Co-Captain of Finance

Pay in full @ event

Establish a verification system for Krewe members & guests allowed at the event(*EX. Stamp or bracelet*)

Establish Food Menu w/guidance by Captain

Estimate 5-6 pcs. Per person

Any contracts must be signed & approved by Captain &/or Co-Captain of Finance

Work Closely w/Captain & Royal Court Committee Chair establishing schedule for the day

To include:

Ball Committee decorating time

Individual Table décor time

Court Private Practice

Court Premixer

Doors open

Doors close for Court presentation

Doors RE-open

The END

Ball Invitation w/guidance by Co-Captain of Krewe Relations

Decide on mail outs & tickets

Date

Time

Location

RSVP (to be Co-Captain of Krewe Events; will also handle extra ticket sales)
Attire Info
Theme Info
Hotel Info(pending location)

Room Layout w/guidance & approval of Captain

Stage Area

Size pending DJ Setup

Consider court entrance & exit

Dance Floor

Area & Size

Memberships table placement done by Committee Chair, Captain, & Co-Captain of Krewe Events

Consider: court, officer, & membership placement per point system

Decorations

Establish Theme Decorations w/Committee

Décor delivery to ball room

Set up decorating time (around court's schedule for practice)

Room decorations

Table decorations for membership

Clean up Crew

Pack away décor

Deliver back to storage

Year End Duties

Schedule date & location for next year ball w/approval from Captain

Updated 2008