

A photograph of three young women with long, styled hair, seen from behind as they walk away on a paved path. They are wearing formal, floor-length dresses with intricate details like sequins and lace. The woman on the left is in a light-colored dress, the middle one in a light blue/teal dress, and the right one in a dark, shimmering dress. They are holding bouquets of flowers. The background shows a grassy area with trees and a parking lot with cars.

CELEBRATE -AT- *The Beach*

NOVOTEL WOLLONGONG NORTHBEACH

SCHOOL FORMALS


NOVOTEL
HOTELS & RESORTS

WOLLONGONG
NORTHBEACH



PACKAGES

School Formal Package

\$ 95 Per person

- Venue hire from 7.00PM until 11.30PM
- Garlic breads on arrival
- Alternate drop main meal
- Celebration cake served with ice cream
- 4.5 hour unlimited non-alcoholic beverage package
- 2 x Room lighting hired from Encore Event Technologies
- Novotel centrepieces
- Tiffany chairs
- 2 x Personalised menus per table & personalised A3 guest list
- Dance floor & stage
- Red carpet & security

School Formal Packages are only available Monday - Thursday and based on a minimum of 80 guests. Novotel Wollongong Northbeach's minimum required parent / teacher ratio is one per 10 students in attendance.

The teacher and/or parent must be present for the entire function.

School formals are strictly an alcohol free event.

Anyone attending this school formal is found to have alcohol or is under the influence of alcohol will result in being removed from the school formal and there will be no refunds. In extreme circumstances your school formal may be deemed necessary to close early.



CHECKLIST

6 - 12 months before the event:

- ☐ Pick your formal date (you may need to consider a back up date in case venue is not available)
- ☐ Book venue
- ☐ Pay your deposit
- ☐ Book photographer/photobooth
- ☐ Consider additional theming or decorations (ensure these costs are included in your per person cost)
- ☐ Work out per person cost

3 - 6 months before event:

- ☐ Organise invitations
 - Include RSVP date with full payment
 - Ask guests to advise of any special dietary requirements (eg. nut allergy, halal, vegetarian)

8 weeks before the event:

- ☐ Advise venue of...
 - Menu selections

4 weeks before the event:

- ☐ Advise venue of...
 - Final numbers & dietary requirements
 - Meal serve times
 - Running order of events (times for speeches and presentation)
 - Centrepieces, decorations, theming

2 weeks before the event:

- ☐ Return copy of signed event order (this will be issued to you based on the above information from the venue)
- ☐ Organise final payment to the venue

5 working days prior to the event:

- ☐ Final payment to the venue must be received
- ☐ Advise venue if numbers have changed

On the day:

- ☐ Turn up and have fun!