

Dear Students and Parents

If you have been invited to attend the [ball/dance] on [date], I hope you enjoy the evening. It is important that both parents and guests are clear about the regulations concerning alcohol.

This ball is a [school name] function and so students, regardless of their age, are not permitted to drink alcohol at the function or have alcohol in their possession.

Alcohol will be on sale at the ball under the license of [school name]. It is against the law for any underage person to drink alcohol at the ball.

If a [school name] student is in possession of alcohol they will be asked to leave the ball and will warrant a suspension from school of one week. Any person Under 18, in possession of alcohol or drinking alcohol, even if the person is not a student of [school name] will be asked to leave the ball.

The [ball/dance] Committee, with my support, have clearly outlined the expectations and consequences regarding alcohol.

Please read this letter carefully and sign and return the form below.

It is important that these rules are complied with if the night is to be enjoyable for all.

Yours sincerely

Principal

PLEASE DETACH AND RETURN TO THE MAIN OFFICE (By [date])

I _____ have read the above letter and agree to all the regulations as set down by the [ball/dance] Committee. I understand that anyone under 18 or any student of [school name] is not allowed to drink alcohol or be in the possession of alcohol. As a parent I agree to the rules relating to alcohol and I understand that if the rules are broken, the offender will be asked to leave the ball and if a student of [school name], will be liable to suspension.

Parent: _____ Student: _____
(Printed Name) (Printed Name)

Signed: _____ Signed: _____
(Parent) (Student)

To the Parents of the Debutante and the Debutante,

The following letter outlines the main details of the Debutante Ball and the preparations leading up to it.

Congratulations, on your daughter's decision to become a debutante candidate. During the coming weeks there are many things to learn and precision steps to master. This will require a lot of self-discipline and cooperation for the Ball to be successful. Your daughter, therefore, must work closely with the Debutante Committee at all times.

Once your daughter has chosen her partner for the Ball and the practices have begun there is to be no looking for a new partner. Please note, that the partner does not have to be the boyfriend. It has happened in the past that boyfriends have changed during the preparation time of the Debutante Ball; you can imagine some of the problems that can arise from this. Actually, it is strongly recommended that the partner be a boy from either Year 11 or 12 as this would maximise student participation.

Enclosed with this letter is a 'Guest List' (for Debutante parents) which is to be filled in and returned to the [school name] main office no later than [date]. Payment for all tickets must be made by [date] — **there will be no door sales.** Guest tickets are \$45 each and the debutante and partners \$30 each. Please note that all [school name] students who wish to attend the ball must sign the letter of agreement and return it by [date]. If you require a copy of the agreement please contact [name] at [school name].

Also enclosed is a Dress Description form. This needs to be completed as soon as possible.

The girls' bouquet and boys' buttonholes will be available to be picked up from [florist name] between [times] on [date]. I would suggest that the girls pick up the buttonholes when they collect their bouquets, and give them to the partner when they go to have their photographs taken. Cost of the bouquet is approximately [cost] which includes the cost of the buttonhole.

This money must be paid directly to the florist.

Please note the following details:

- > Debutantes are requested to wear WHITE frocks to the floor and be of simple design.
- > The dress should be appropriate for this very formal occasion and not cause embarrassment to any of the guests.
- > Shoes must be white, with leather soles and **low heels**. These should be purchased for the later practice sessions. White gloves are optional. Please do not wear sneakers or joggers for practices.
- > Bookings for the Ball will be available at the Bursar's office. The completed lists are to be submitted to the Bursar's office where they will be checked for payment and to ensure that those on the list have the approval of the Debutante Committee. **There have been occasions in the past in which unauthorised persons have been placed on the lists under false names.** The tables and tickets will be checked on the night and persons with the wrong ticket will be asked to leave. In such cases, there will be no refunds. **Could I ask for the full support of all parents and guardians in this matter.**
- > Please note that because of the problem of underage drinking it has been decided by the Parents & Friends Association, with the support of the [school name] Executive, to continue **to restrict the guest list to the families of the debutantes and their partners, and friends of the families.** Needless to say, if young people from outside [school name] are in attendance it is then the

responsibility of the Parents of the Debs and their partners to take responsibility for them and provide adequate supervision, especially if they are under age. The committee looks forward to your full cooperation in this matter.

> Any [school name] student who is attending the ball either as a debutante, partner or guest must sign the statement regarding alcohol and have the statement signed by his/her parents.

> As this is a [school name] function the debutantes and their partners, are not permitted to consume alcoholic drinks before or during the Ball. This applies to any [school name] student present. Students who are drinking at [school name] functions will warrant, at least, a one week suspension from school. Further, as a bar will be open under the license of one of the local hotels, drinking by anyone under the age of 18 is prohibited by law.

> A bar will operate throughout the night. Bringing your own supply of alcohol or Eskies is prohibited.

> Smoking will not be permitted in the Ballroom. Given the dangers of passive smoking, the [school name] is obliged to insist on this for its functions.

> Please note that on the night, once the Debs have been presented, they and their partners **are not to leave the hall area**. They are to remain within the areas designated for the Ball. There is no need to leave the area as all facilities are provided. **The debutantes and their partners are to make it clear to friends that if they are not on the official guest list that they are not to enter the property of [school name]**. If uninvited people turn up they will be treated as trespassers and be asked to leave.

> Each debutante and her partner **MUST** attend **ALL** practices.

> PRACTICES: [time, date, location]

One last point. There seems to be a perception that gifts are required to be bought for the partners. This is not a requirement, so there is no obligation on anyone's part to continue this practice which has, at times, become a rather expensive exercise.

For those people who will require accommodation in [town] on the night of the Ball we recommend you book as soon as possible.

Yours faithfully

Principal

on behalf of the P & F Debutante Committee

PLEASE COMPLETE AND RETURN TO THE MAIN OFFICE (By [date])

I _____ have read the above letter and agree to all the regulations as set down by the Ball Committee. I understand that anyone under 18 or any student of [school name] is not allowed to drink alcohol or be in the possession of alcohol. As a parent I agree to enforce the rules relating to alcohol and I understand that if the rules are broken, the offender will be asked to leave the ball and if a student of [school name], will be liable to suspension from school.

Parent: _____ Student: _____
(Printed Name) (Printed Name)

Signed: _____ Signed: _____
(Parent) (Student)

To the Parents of the Debutante Partner and the Partner

The following letter outlines the main details of the Debutante Ball and the preparations leading up to it.

Congratulations on your son being a Debutante partner. During the coming weeks there are many things to learn and precision steps to master. This will require a lot of self-discipline and cooperation for the Ball to be successful. Your son, therefore, must work closely with the Debutante Committee at all times.

Debutante's have been given a guest list which is to be filled in and returned to the main office no later than [date]. Debutante partners guest are to be included on this list. Payment for all tickets must be made by [date] — **there will be no door sales.** Guest tickets are \$45 each and the debutante and partners \$30 each. Please note that all [school name] students who wish to attend the ball must sign the letter of agreement and return it by [date] May. If you require a copy of the agreement please contact [name] at [school name].

Please note the following details:

> Bookings for the Ball will be available at the Bursar's office at a later date. The completed lists are to be submitted to the Bursar's office where they will be checked for payment to ensure that those on the list have the approval of the Debutante Committee. **There have been occasions in the past in which unauthorised persons have been placed on the lists under false names.** The tables and tickets will be checked on the night and persons with the wrong ticket will be asked to leave. In such cases, there will be no refunds. **Could I ask for the full support of all parents and guardians in this matter?**

> Please note that because of the problem of underage drinking it has been decided by the Parents & Friends Association, with the support of the [school name] Executive, to continue **to restrict the guest list to the families of the debutantes and their partners, and friends of the families.** Needless to say, if young people from outside the [school name] are in attendance it is then the responsibility of the Parents of the Debs and their partners to take responsibility for them and provide adequate supervision, especially if they are under age. The committee looks forward to your full cooperation in this matter.

> Any [school name] student who is attending the ball either as a debutante, partner or guest must sign the statement regarding alcohol and have the statement signed by his/her parents.

> As this is a [school name] function the debutantes and their partners, are not permitted to consume alcoholic drinks before or during the Ball. This applies to any [school name] student present. Students who are drinking at [school name] functions will warrant, at least, a one week suspension from school. Further, as a bar will be open under the license of one of the local hotels drinking by anyone under the age of 18 is prohibited by law.

> A bar will operate throughout the night. Bringing your own supply of alcohol or Eskies is prohibited.

> Smoking will not be permitted in the Ballroom. Given the dangers of passive smoking the [school name] is obliged to insist on this for its functions.

> Please note that on the night, once the Debs have been presented, they and their partners **are not to leave the hall area.** They are to remain within the areas designated for the Ball. There is no

need to leave the area as all facilities are provided. **The debutantes and their partners are to make it clear to friends that if they are not on the official guest list that they are not to enter the property of [school name].** If uninvited people turn up they will be treated as trespassers and be asked to leave.

> Each debutante and her partner **MUST** attend **ALL** practices.

> Once you have accepted to be a partner and practices have commenced there will be no change of partner allowed.

> **PRACTICES: [time, date, location]**

Partners suits will be supplied by [store name]. The cost is the responsibility of the partner. A price will be determined once a style has been chosen.

One last point. There seems to be a perception that gifts are required to be bought for the partners. This is not a requirement, so there is no obligation on anyone's part to continue this practice which has, at times, become a rather expensive exercise.

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Yours faithfully

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(Printed Name) (Printed Name)

Signed: _____ Signed: _____
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