



The Manor
Preparatory School



To All Parents

Friday 17 January 2020

Dear Parents

Summer Carnival Ball – Saturday 13 June 2020 – We need your help please

We thought it was time that we whet your appetite for our summer extravaganza back on The Manor's calendar, after a long break is The Summer Carnival Ball! We have grand plans to transform the Sports Hall with a carnival theme (internal décor, lighting and mirror balls have already been ordered). Included in the ticket price will be complimentary drinks on arrival at 7.30pm, a four course dinner from 8.15pm, a table magician, auction of promises, games, a raffle and dancing to a six piece band. There will be a paid bar for the evening. We hope that you all have this in your diaries as it promises to be a night to remember.

Early Bird tickets are already on sale so please book and get your tables of 10 organised! (Or of course you can ask us to add you to a table). Early Bird ticket sales of £70 each (tickets will revert to £77 from Saturday 15 February).

As a result of a very successful MAP meeting this morning, with some great ideas from parents, we are hoping to get some information to you shortly that might help you to plan your evening.

The success of this event depends on healthy attendance on the night; put simply, the more tickets we sell, the better the event will be as there will be more in the pot to push the boat out. To make the event properly profitable, we need to sell 250 tickets, so please invite all of your friends and family. This is not restricted to Manor families.

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As you will appreciate, organising a ball also requires much “behind the scenes” activity on every level and this is where you may be able to help us. If you, your wider families and groups of friends are able to help in any way at all, we would love to hear from you and, as a guide, here are some of the things that we may need help with please:

- Promises/Prizes for the auction
- Any form of sponsorship (this would really make a difference and we can either advertise a business on the night or keep this confidential, whichever is preferred)
- Raffle prizes
- An auctioneer for the night
- Decoration
- Flowers
- Entertainment
- Photography

We plan to run an “Auction of Promises” so if you are able to offer a week in a ski chalet, a crate of champagne or dinner for two, or anything else, please come forward! As you know, the best auction prizes are the ones that money can’t buy!

To kick off the auction of promises, Alastair and some members of his Senior Leadership Team will be offering to prepare, cook and serve a three course meal for 8 at your home – now there’s a promise!

Please could we ask you to rack your brains and draw on all of your contacts to help us out? This will make all the difference to the event. **We would like to hear from you by February half term please**, so that final arrangements for the evening can be put in place and advertised to help with ticket sales – thank you.

I will be co-ordinating raffle prizes, “promises” and any form of help you are able to offer. We will be reaching out at a later date for volunteers to help with set up and clear away but for now we would like to hear from you if you are able to offer anything at all to help make the evening a roaring success.

Thank you in advance for anything you are able to offer and if you are not sure about the type of things we are looking for, please drop me an email or call in for a chat – my door is always open, priority given to parents wanting to help!

Thanks again.

Karen Copson
Ball Committee
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