March 2<sup>nd</sup> tasks for the Tri-Service Ball

DUE March 9<sup>th</sup>

## Accommodations

• Create a request with the top 3 venues which will be presented to Captain Saxby and the parents committee. Written in full sentences and include all info on each venue. Create a separate page with potential questions that could be asked and answers the group has thought of.

## Canteen

Talk with accommodations and see if all venues have chairs/tables included. If not call local
businesses to see how much a rental will cost. Create a list of extra items that you would like
to sell at the dance.

## Entertainment

• Create a request with the top 3 businesses to rent from which will be presented to Captain Saxby and the parents committee. Written in full sentences and include all info on each business. Create a separate page with potential questions that could be asked and answers the group has thought of.

## Invitations

Start creating tester invitations. Remember they will need to be numbered and you need a
number sheet to cross off as guests enter. Choose a parade night for 703 and 41 when 2
cadets can make a presentation to those squadrons about the dance and ticket purchasing.
Figure out how to sell to them as well (using a senior or officer at each squadron who is
willing)

If you have questions or your group is having trouble email me at <a href="mailto:emnieltassi@gmail.com">emnieltassi@gmail.com</a>