



Imperial College Union Finance and Risk Committee

24th April 2018

AGENDA ITEM NO.	16
TITLE	Summer Ball Update
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EXECUTIVE SUMMARY	<p>The Summer Ball is on Saturday 23rd June, which is 9 ½ weeks from the date of the Committee meeting. We aim to deliver a successful Summer Ball; on time and on budget.</p> <p>To assist us, a Summer Ball planning chart has been compiled outlining key tasks, lead responsibilities and deadlines. This is a live document which is being actively monitored and updated on a daily basis. At this stage, we are on track with our plan.</p>
PURPOSE	For information
DECISION/ACTION REQUIRED	For discussion

Update on ticket sales (as of 16.04.18)

	Ball & After Party Ticket			Ball Only Ticket		
	Net Price	Sales	Total Income	Net Price	Sales	Total Income
Flash Sale 15/01/18	£26.25	102	£2,677.50	N/A	N/A	N/A
Super Early Bird 15/01/18-	£32.92	248	£8,164.16	£27.50	100	£2,750.00
Earlybird	£37.08	417	£15,463.75	£31.67	72	£2,280.00
Final 23/03/18 - 23/06/18	£41.25	147	£6,063.75	£35.83	19	£680.83
Total	N/A	914	£32,369.16	N/A	191	£5,710.83
Grand Total Income	£38,079.99					

	Ball & After Party Ticket	Ball Only Ticket
Final Tier Tickets Remaining	236	359
Estimated Income from remaining tickets	£9,735.00	£12,864.17
Total Estimated Income	£22,599.17	

Estimated Overall Grand Total	£60,679.16
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The budgeted ticket sales target is £59,688. To reach this we will have to sell a further 572 tickets.

Update on H&S

- H&S Consultant company appointed – “The Event Safety Plan”
- The work with the H&S Consultant has begun and they are currently reviewing the 2017/18 Ball documents. First findings indicate:
 - Documents provided by the Fun Fair and Fireworks companies are generic and do not necessarily support and cover the Union in the result of an incident. There is need for some updates to the documents in order to be fully compliant. The Event Safety Plan are already in contact with both companies to receive updated documents that are relevant for the 2018 Ball’s usage

- The documents provided by DramSoc are not suitable for the ball. The Event Safety Plan will be in contact with DramSoc early in the new term to discuss what documentation they require as well as due diligence on each tech support person provided by DramSoc for the work required

Update on Dram Soc and contingency plans if they pull out

- As of now there is no word that DramSoc will not be providing the tech support for the ball. In recent meetings with the current DramSoc Technical Director it is our understanding that their plans are as usual in regards to support.
- We have been seeking out external quotes for technical support if DramSoc were not able to provide their usual support.
 - It has been agreed as sensible to source external tech support through the recommendations of The Event Safety Plan so as to ensure fully compliant crew. Our initial costs on this are as per the below table. Please note that this is for crew alone and any technical design and technical liaising with the contracted acts would be an additional as yet unknown cost. The number of technical crew needed has been based on best knowledge at the time of writing this.

Date	Usage	No. Techs	Day rate	Total Cost
Thursday 21st June	Initial Set Up	5	£250	£1,250
Friday 22nd June	Initial Set Up	8	£250	£2,000
Saturday 23rd June	Tech Prior to Doors	12	£250	£3,000
Saturday 23rd June	Event Tech Support	10	£250	£2,500
Sunday 24th June	Event Pack-down	10	£250	£2,500

Total **£11,250**

Update on anti-terrorism training

- Anti-Terrorism is to be written into the H&S documents for the ball under the guidance of The Event Safety Plan
- Project Argus Training is also to take place prior to the Summer Ball on the 24th May 2018. Attendees relevant to the Summer Ball are:
 - Paul Gallagher
 - Jessica Harrison
 - Daniel Green

Other financial updates

- Assuming that there are no unbudgeted costs for the ball through the external use of technical crew the ball is on track financially to hit its break even target. Milestone financial aspects to date:
 - Ticket sales are tracking ahead of 2017's Ball and is the fastest selling Summer Ball of the last 7 on record.
 - Headline, Supports and After Party acts all booked and contracted and brought in on budget
 - First sale of catering space acquired for external providers. This has achieved the financial target for this area of the Ball's budget in one booking.