

ORGANISING A

SOCIETY BOAT BALL

A STEP-BY-STEP GUIDE

Booking a Boat Ball for your Society

The company that many societies use—and with whom we have a good relationship—is **Princess River Cruises**.

We recommend planning your boat ball **at least four weeks in advance** to allow time to liaise with the company, pay invoices, submit an Activity Booking Form, and ticket the event for your members.

1

Contact Princess River Cruises

Contact **Princess River Cruises** to request a booking for your society.

They will provide details of the available packages, including pricing and food options. Once you have chosen your preferred package, Princess River Cruises will send you an invoice.

2

Contact Princess River Cruises

Complete an **Activity Booking Form** along with an appropriate **Risk Assessment** for your Boat Ball. You may use this **Boat Ball Risk Assessment**, and update it with your society's details and anything else necessary.

Submit the invoice you received from Princess River Cruises as soon as possible. As with all NTSU payments, a **Payment Request Form** must be submitted by *midday on Tuesday* to be included in that week's pay run. Make sure you are attaching the invoice to the Payment Request Form, and not your booking form.

3

Ticket Your Event on the NTSU Website

All society events **must** be ticketed on the NTSU website.

You can add an 'event questionnaire' to your ticket type to make certain questions mandatory. We recommend asking for:

- An emergency contact
- Any accessibility information you may need to be aware of

For guidance on how to ticket an event on the NTSU website, please refer to our **Website Guidance Document**.

Splitting Payments With Other Societies

If you are organising a boat ball with another society, please nominate **one society** to lead on all communications and administration.

We **do not require** each society to submit separate Activity Booking Forms, Payment Request Forms, or event tickets - **please do not create a new event ticketing each society on the website.**

- If ticket sales fully cover the event cost, all ticket income can be paid into the lead society's account, and all invoices can be paid from there.
- If costs are being split using a society's existing funds, the lead society should outline the split on the Payment Request Form. We can then move funds internally as needed.

Splitting Payments With Sport Clubs

If you are organising a boat ball with an NTU Sport club, the **NTSU society must lead** on everything.

Sport clubs do not have bank accounts accessible to us, nor do they have access to the NTSU ticketing system. They can purchase tickets on our website, but not sell them.

To split finances with sport clubs, you have two options:

- **Cover the total cost through ticket sales.**

The society can sell tickets on the NTSU website that sport club members can purchase. All income will go directly into the society's bank account, from which invoices will be paid.

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Ticketing for your Boat Ball

Your must ticket your event on the NTSU website following approval of your Activity Booking Form. When ticketing your boat ball, only **one event** should be created on the NTSU website.

If multiple separate events are created for the same boat ball, these will be removed by NTSU to prevent confusion for students and to ensure financial processing is accurate.

If several societies or groups are involved, this can be managed within a single event by creating separate ticket types for each group. This allows:

- clear financial tracking
- accurate attendee management
- one central point of information for all attendees

Please ensure only one group creates the event page and all others use the ticket types within that event.

On the NTSU website you should ticket your event as **<SOCIETY NAME> Boat Ball** and you must include a photo icon for the event.

Making Amendments to your Booking

Societies may wish to make amendments to their existing booking—for example, increasing the event capacity and adding additional tickets. Amendments of this nature must not be made last minute.

Please allow at least **10 working days** for any changes to be processed.

This timeframe is important because:

- NTSU's financial window requires Payment Request Forms to be submitted by midday on Tuesday.
- Payments are issued on Fridays.

If this timeframe is not followed and Princess River Cruises does not receive the required payment in time, they may cancel your booking.

Sorting Transport

If you wish to organise transport (e.g., a coach) for your boat ball, please refer to our [Booking an External Coach – Guidance Document](#).