

How to organise the bac ball and take-aways - 2025 reviewed version

1. Committee

- December: Call for interest by the S7 councillor for parents and students
- Jan./Feb.: First committee meeting to create working groups made up of students and parents (Chair, finance, communication, decoration, photobooth, first aid, food, tickets...) + define the next steps and next meeting
- First meeting was in person, then via google meet.
- Working groups:
 - Food & Drinks: Menu selection, bar management, dietary requirements
 - Deco: and Venue decoration, table settings.
 - Communication: communication strategy; timeline and ways
 - Music & Entertainment: DJ selection, sound system.
 - Security & Safety: Security arrangements, guest safety protocols.
 - Finance & Budgeting: Managing funds, tracking expenses, financial reporting.
 - Photographer: Hire a photographer to capture key moments during the event.
 - Transport: Organise transportation options for students, such as shuttles or buses.
 - First aid: Arrange for a designated first aid station or presence of first aid responders at the event.
 - Tickets: Order and distribute bracelets (tickets)
- Chair's responsibilities
 - Monitor the progress of the various working groups and coordinate activities.
 - Organise and lead committee meetings at least once a month
 - Serve as the main point of contact for communication with Palais d'Afrique, APEEE, and the school administration (S7 Conseiller)
 - Create a WhatsApp group (together with Student president) to facilitate communication among committee members and share important updates quickly.
 - Set up shared documents accessible to all members for tracking tasks, sharing information, and collaborating efficiently.
 - In-situ meeting logistics can be supported by the S7 Conseiller, who is also a part of the Bal du Bac committee.

2. Location

- Palais d'Afrique
- Organise a visit asap
- Single point of contact with the palace (Stijn De Knijf in 2025)
- The basic package for lighting and music was sufficient
- In 2025, the toilet attendant was there all night

3. Budget

- Rental of the Palais (3,900€ paid in Dec. 2024) needs to be budgeted
- Get all quotes in as soon as possible and fill in the table to finalise the ticket prices
- In case of consecutive EEB balls, negotiation of the price of some elements should be made (tent, chairs, etc...)
- Ensure all payments made by the Parents Association (APEEE) are supported by official invoices. All invoices must be in the name of APEEE EEB3. Cash payments are not allowed.
- If cash payments or transfers are necessary (e.g., for the school nurse without an official company), you will need to advance the payment and be reimbursed by the Association. This process must be clearly communicated to avoid misunderstandings.

- Verify that all quoted prices include VAT; this is often excluded, particularly in venue quotes like the Palais d'Afrique. Set the ticket price based on the budget, ensuring that the event is fully self-financing and does not incur any deficits.

4. Tickets

- Sell tickets and distribute bracelets before the BAC exams to avoid last-minute issues.
- Ensure that tickets cannot be reproduced easily (e.g unusual colours or logos)
- In 2024 and 2025, the Bal du Bac Committee, in collaboration with APEEE IT Manager Mr. Lucas Tasho, developed an automated system for ticketing, bracelets, and other logistics.

5. Communication

- The Student President is responsible for creating and managing an Instagram account to promote the event and keep the community engaged.
- The Students' Committee is responsible for creating the event logo and designing invitations.
- Distribute information to students via Instagram and through school channels with the assistance of the S7 Conseiller.
- Students need to be reminded numerous times: no bracelet = no entry

6. Decoration

- Easel size for seating plan 90x70cm

7. Food

- Provide dinner and midnight snacks to Red Cross workers/volunteers.

8. First Aid

First Aid : Croix Rouge, Rue au Bois 365B, 1150 Woluwe-Saint-Pierre

- 6 first-aiders. Excellent service.
- It was useful to have the head first aider's telephone number on hand
- they set up in the break out room on the first floor as they needed quite a lot of floor space for all their gear (there is 'hidden' lift access)

9. photobooth

FaceBox, www.face-box.be

- 400 prints were included. This ran out by 10pm. Maybe next time, unlimited would be better

10. Music

DJ Lax (0487 38 45 38; djlaxofficiel@gmail.com; @DJLaxOfficial)

- Overall feedback was excellent, students danced all night
- Provide the DJ with all technical details (these appear on the Palais quote)

10. busses

Starbussing via Bureau des Transports APEEE Ixelles (02 211 40 02)

- Two busses were hired coming twice each Palais-Mérode

- Departures at 3.30, 3.45, 4.10, 4.25.
- The drivers' telephone numbers were provided, which helped in the organisation
- The DJ announced the busses 10 mins ahead of each departure

11. Security

- Provided by the Palais. They were excellent.
- A Whatsapp group was set up with all of them and the red cross making for seamless communication during the whole evening.
- There were 5 security guards present. One from 5pm and the other four from 9pm.
- All were very necessary as predictably, there were a few youths who tried to gate-crash the ball. They made sure that nobody ventured into the park.
- As from the dinner, we gave the order that any exit from the Palais was final with bracelets cut off. Anybody in an intoxicated was not to be let out and the first aiders were to be called (3 years ago a student passed out in the bushes and was luckily found by chance. He was already in an advanced state of hypothermia and had to be taken to hospital).

12. volunteers (parents/students)

- This year the Parent Chair of the Committee stayed for the whole event. This proved very useful as it meant there was somebody towards whom security/ Palais coordinator/ security/ bus drivers could turn for any questions. Otherwise, the task lays solely on the Student Chair.
- This year again, S6 students were called upon to man the cloakroom and to be on the door during the cocktail. even though they were briefed, by 10pm, they were nowhere to be found. One volunteer had to be picked up by her family as she was in no fit state to stay, let alone work. The cloakroom was taken care of all by a single parent. We advise not to use students next year, or maybe just until 9.30pm. If so, four would be enough, 2 per 2-hour shifts.
- Parents were call upon to man the cloakroom. Three bailed last minute. Next year it may be good to request a firm commitment as without them, it meant that the previous parent had to do a much longer shift.

13. Photographer

Gabriel Lelièvre (0475 28 74 54 ; gablelievre@gmail.com)

- Arrival at 5pm and departure at 1am