

TINTERN  GRAMMAR

PRESENTATION BALL AN ENCHANTED EVENING

Saturday 9 September 2023



TINTERN GRAMMAR

CONTENTS

Summary of Important Dates and Dance Classes	page 3
Introduction	page 4
Presentation Ball Evenings / Why Be Involved / Testimonials	page 5
Costs Involved / Cancellation & Refund Policy	page 6
Dance Classes & Rehearsals	page 7
Code of Behaviour / Dress Code / Suits	page 8
Gowns	page 9
Shoes	page 10
Guest Tickets	page 11
Arrival on Night / Recording of the Event	page 12
Photographs	page 13
Presentee Profiles	page 14

FORMS TO BE RETURNED

Parental Consent	page 16
Presentee Agreement	page 17
Suit Hire Form	page 18

SUMMARY OF IMPORTANT DATES AND DANCE CLASSES

Below is a list of important dates to remember and dates for the return of all forms.
Please complete all forms and return them before, or no later than the dates below.
Participants will be reminded of these dates.

2023 DATES	INFORMATION REQUIRED
Wednesday 26 April to Wednesday 10 May	Presentee Registration and Payment due through <i>Humanitix</i> https://events.humanitix.com/tintern-grammar-presentation-ball-2023
Wednesday 17 May	Parental Consent form due - <i>page 16</i> Presentee Agreement form due - <i>page 17</i> Suit Hire form due - <i>page 18</i>
Thursday 13 July	First Dance Class at Tintern Gym: 4.15pm-7.00pm (arrive at 4pm) Parent information session – please arrive at 6.45pm
Thursday 20 July	Dance Class (2) at Tintern Gym: 4.15pm – 6.45pm (arrive at 4pm) Suit Fitting after Dance Class: 6.45pm – 7.00pm
Friday 21 July	<i>Humanitix</i> opens for all Guest tickets https://events.humanitix.com/tintern-grammar-presentation-ball-2023
Thursday 27 July	Dance Class (3) at Tintern Gym: 4.15pm – 6.45pm (arrive at 4pm) Profiles to be returned by email to presentationball@tintern.vic.edu.au
Thursday 3 August	Dance Class (4) at Tintern Gym: 4.15pm – 6.45pm (arrive at 4pm)
Thursday 3 August	<i>Humanitix</i> closes for all Guest tickets
Thursday 10 August	Dance Class (5) at Tintern Gym: 4.15pm – 6.45pm (arrive at 4pm)
Thursday 17 August	Year 11 Formal – no Dance Class scheduled
Thursday 24 August	Dance Class (6) at Tintern Gym: 4.15pm – 6.45pm (arrive at 4pm)
Thursday 31 August	Dance Class (7) at Tintern Gym: 4.15pm – 6.45pm (arrive at 4pm) Suit collection after Dance Class
Monday 4 September	Full Dance and Presentation Rehearsal (8): 5.45pm – 8.00pm At <i>The Centre Ivanhoe</i> , 275 Upper Heidelberg Rd, Ivanhoe BRING AND WEAR PRESENTATION BALL SHOES
Thursday 7 September	Final Dance Class (9) at Tintern Gym - 4.15pm – 6.45pm (arrive at 4pm) Long gloves will be distributed
Saturday 9 September	Presentees arrive at 4.00pm at <i>The Centre Ivanhoe</i> Guests arrive 6.45pm Evening concludes at 12.00am

INTRODUCTION

The Presentation Ball Coordinators are delighted to offer our Year 11 students the opportunity to participate in our Annual Presentation Ball, to be held on Saturday 9 September 2023. The evening will be held at *The Centre Ivanhoe*, commencing at 6.45pm and concluding at midnight.

We believe this is a wonderful opportunity for young people to receive modern dance instruction whilst having fun and experiencing a formal presentation to family and friends. This is often their only opportunity to have access to such an event. **It is imperative that the participants understand the commitment they are making to attend all dance classes and the Presentation Ball.** It is also advisable to have a partner and not a boy/girlfriend to accompany them throughout the dance classes and the Presentation Ball.

The Volunteer Presentation Ball Coordinators will be working hard to create a memorable and fun event for the Presentees, their families and friends and we look forward to the enthusiasm and support of all parents involved. We believe we have covered all aspects of the evening in this booklet and ask parents and participants to read it carefully and, where required, to fill out and return all forms at the back of this booklet on or before the due date.

For any further enquiries please contact:

Di Lacey	Alumni & Community Relations Manager	9845 7877 dlacey@tintern.vic.edu.au
Josie Ryan	Presentation Ball Coordinator	0409 954900 josieryanwilson@gmail.com



WHY BE INVOLVED IN A PRESENTATION BALL?

The Presentation Ball gives all those involved the opportunity to socialise in a supportive environment. It is about having fun and learning how to conduct oneself in a more formal setting and enables participants to establish and further develop friendships and friendship groups.

It is an introduction to dancing and etiquette in a formal setting that teaches behaviours which are transferable to any number of social occasions and future business life. It provides the setting that allows our students to not only dress up but to learn the behaviours which go hand in hand with such a presentation.

It is, we believe, an opportunity for every student to shine regardless of how reserved or outgoing and is a great confidence builder for all involved.

There is no rule as to who asks who. A student can ask whoever they would like to partner with – this is an inclusive Presentation Ball not a Debutante Ball.

If your partner is not a Tintern Grammar Student please send them the link to the booklet, so all forms are still received by their due dates.

PRESENTATION BALL EVENING

Due to the great response we have had to the Ball in previous years we have had to limit the number of Presentees participating in the Ball.

Your participation in the Ball is based on the order of receipt of your completed registration and payment through *Humanitix*. In the event of numbers being greater than one night or less than anticipated – you will be notified of alternative arrangements.

Please be aware that at times funds are raised and if so, these are then spent through the Tintern Parents Group to benefit the Senior College.

TESTIMONIALS FROM PAST PRESENTEES

Even though the idea of ballroom dancing was initially daunting, from the elegant “step tap, step tap” of our two left feet, to performing the tango with a rose clenched between our teeth, the Presentation Ball was a night to remember. Rehearsals became a routine excuse to have fun with your friends and to meet new people and with every new rehearsal, less of us were walking away victims to misplaced steps.

As the big event draws closer, everyone scrambles to practice their Waltz and perfect their Rumba and the rush to book hair appointments begins. But eventually you’re standing on the dance floor with your amazing partner in hand and hopefully ready to get every move right. The Presentation Ball was one of the best experiences of secondary school and has left an abundance of fabulous memories with us.

Love from, Audrey Middleton and Jeremy Yuen-Love

COSTS INVOLVED

The Presentation Ball Coordinators endeavour to keep costs to a minimum. The costs are set out below.

Presentee Package 1 (Dress)	Presentee Package 2 (Suit)
<p>\$450.00 includes:</p> <ul style="list-style-type: none">• Dance tuition• A three course dinner at the Presentation Ball• Refreshments during the afternoon rehearsal and on the evening of the Presentation Ball• Posy of fresh flowers• A professionally produced video• Elbow length white gloves• Certificate• A Program of the evening	<p>\$525.00 includes:</p> <ul style="list-style-type: none">• Dance tuition• A three course dinner at the Presentation Ball• Refreshments during the afternoon rehearsal and on the evening of the Ball• A professionally produced video• Hire of Suit, Vest, Tie/Cravat, Shoes and Shirt• Single stem rose• Buttonhole• White gloves• Certificate• A program of the evening

Full payment for each Presentee is required by **Wednesday 10 May 2023** to secure a place. You must complete the package payment and information through the *Humanitix* website: <https://events.humanitix.com/tintern-grammar-presentation-ball-2023>

Select **Presentee Package 1 (Dress)** or **Presentee Package 2 (Suit)**, then complete payment and registration. This will be open to book into from Wednesday 26 April to Wednesday 10 May 2023.

Other costs you need to be aware of include:

- Ball Gown, shoes, accessories (applicable to Presentee Package 1)
- Photographs of presentees with their partners, family and friends
- Many of the couples choose to organise a limousine (estimated around \$60 – \$80 each for a limo with 8 people).

Cancellation & Refund Policy

Withdrawal from the Ball before **Wednesday 31 May 2023** will incur a \$50 fee plus incurred *Humanitix* costs.

Should any cancellations occur after this date, refunds of the Total Package Cost may not be possible.

DANCE CLASSES AND REHEARSALS

Professional dance instructors from *Sassi Dance* conduct all dance classes. Classes will be held on Thursday evenings from 4.00pm onwards in the Tintern Gym. The first class commences on Thursday 13 July 2023.

It is requested that on the first night of Dance Class, parents attend a short briefing (6.45pm – 7.00pm) held by the Ball Coordinators at the end of dance class. This is to give parents an opportunity to ask any questions and for the Coordinators to outline what is expected from all participants.

Our Full rehearsal will be on Monday 4 September 2023 at **The Centre Ivanhoe** from 5.45pm – 8.00pm. This is a vital rehearsal and we ask that parents and presentees make an early note of this date to keep it available. Presentees should wear the shoes which they will be wearing on the night of the Ball.

Please ensure your presentee is on time to all dance classes and that you are on time

to collect them at the end of dance class. Presentees are asked not to leave the gym area until their parents have arrived to collect them. As per the Parental Consent form if the presentee is unable to attend class please contact Josie on 0409 954900 before the class commences. *If we have not heard from you and the Presentee does not attend we will endeavour to contact you and confirm their well-being.*

If an emergency arises and you need to contact a presentee during dance class please phone one of the Coordinators on their mobile numbers as listed on page 4.

All presentees are asked to dress appropriately for dance class. Strapless tops or dresses, tight skirts or short dresses should not be worn. Presentees are also required to wear appropriate footwear throughout the dance classes. These can include runners or soft soled shoes. No heeled shoes, thongs or bare feet. School shoes are not permitted on the gym surface.



CODE OF BEHAVIOUR

- No smoking or drinking of alcohol or use of illegal substance is allowed by any presentee at the Ball or dance classes regardless of age
- No alcohol will be served to under age guests (this is a legal requirement which will be enforced)
- All presentees must remain in their presentation attire for the duration of the evening (until 12 midnight)
- Act in a respectful manner at all times, both at the Ball and throughout dance classes
- No photos or filming during dance classes

DRESS CODE

- No facial jewellery is to be worn and no more than one earring in each ear
- No tattoos are to be shown – cover up with makeup
- Hair must be of a natural looking colour
- No strapless gowns
- Straps must remain on for the entire evening including all photographs. (This will be enforced throughout the evening).



SUITS

Suit hire includes the suit, shirt, vest, tie/cravat and shoes. *Trevor Dudley's Classic Menswear Formalwear & Hire* will meet those wearing suits at dance class to measure and fit. The cost of the suit hire is included in Presentee Package 2.

After dance class on **Thursday 20 July** *Trevor Dudley's Classic Menswear Formalwear & Hire* will be at school to measure and fit suits. **All those wearing suits must be in attendance.**

The suits will be distributed at the end of rehearsal on **Thursday 31 August**. Please note that black socks are to be worn with the suit.

Following the Presentation Ball, suits must be returned by **Tuesday 12 September 2023** to:

Trevor Dudley's

Classic Menswear Formalwear & Hire

166 -168 Main Street, Lilydale VIC 3140

Ph: 03 97351136

This is the families' responsibility. Parents are to complete the form at the back of the booklet, as some parents in the past have not been fully informed by their child regarding their suit hire and requirements for return.

GOWNS

The evening is based on the more traditional style Ball, with the wearing of **white floor length dresses**. Please note - off white, cream or ivory dresses are not acceptable.

Dresses should represent modesty and good taste and be suitable for ballroom dancing. The dresses **must have** some type of shoulder strap or halter neck. *Strapless or midriff baring styles or dresses with high slits well above the knee are not permitted.* We ask parents for their support in this regard.

Please make sure the dress hemline is not touching the floor, as this creates a problem for you and your partner particularly when coming down stairs. Past experience has shown that the dress will drop a couple of centimetres during the evening. Also consider the width of your straps, as very

thin spaghetti straps in previous years have cut in due to the weight of many of the dresses and have become very uncomfortable during the evening. Please also ensure any straps added to dresses are well attached and robust enough to last the evening. Straps have broken at the last minute prior to presenting on the night!

We suggest backs should be no lower than a normal bra strap position. Please note that your bodice should fit snugly - we do not want an embarrassing situation to arise. Body tape is good to adhere to the dress and then either to your bra or skin.

White elbow length gloves will be provided. These are included in the package and will be brought to the final rehearsal (Thursday 7 September).



Shoes

White or silver shoes only.

Strapless shoes must not be worn as many have slipped off on the night and caused embarrassment. Consideration should be given to a comfortable heel height as it is a very long rehearsal day and evening. When purchasing your shoes please ensure they fit snugly to your foot. Your foot should not move within your shoe when dancing.

Please wear COMFORTABLE SHOES! In the past we have had many problems associated with shoes. These include broken heels, broken straps, blisters (heaps) and bleeding

feet. It cannot be stressed enough that once a pair of shoes have been purchased, spend as much time as possible wearing them to ensure less problems on the night. It is also required that the actual shoes be worn for the full rehearsal at *The Centre Ivanhoe* on 4 September. Your shoes will be checked at the rehearsal and if necessary, you will be advised if extra strapping is required. If your shoes have leather soles, please scuff them to minimise slipping.

For those wearing suits, shoes are already included as part of the package.



GUEST TICKETS

We welcome all family and friends to be part of the Presentation Ball - a once in a lifetime experience. Tickets for the evening are available through *Humanitix*:
<https://events.humanitix.com/tintern-grammar-presentation-ball-2023>

Tickets will be available for purchase from Friday 21 July 2023 until Wednesday 3 August 2023. Any request for tickets after these dates will be considered but not guaranteed.

There are three categories of tickets – Adult, 17 & under, and 10 & under tickets.

Adult \$150.00

- A three course meal, champagne, wine, beer and soft drinks, coffee and tea
- Entertainment

17 & under \$125.00

- A three course meal, soft drinks, coffee and tea
- Entertainment
- No alcohol will be served to under age guests

10 & under \$100.00

- A three course meal and soft drinks (children's menu)
- Entertainment

Legal ID is required at all times. The management of *The Centre Ivanhoe* has the right to request ID and to refuse any person alcohol should they see fit to do so.

Tables of up to 10 are available and any special requests for seating with family/ friends or special dietary requirements/allergies must be noted in the booking.

The Coordinators will do their best to fill all requests and we ask that parents complete the *Humanitix* booking process in full to enable correct seating and ordering of special meals.

Please be aware that tickets may be limited depending on number of presentees.

On the night of the Presentation Ball guests must present their tickets on arrival to ensure entry.

Food Allergies

Levels of reactions to allergens vary, with some reactions being simply due to proximity (airborne) and others occurring only after consumption of the allergen.

Please be aware that *The Centre Ivanhoe* is unable to guarantee there are no allergens in the food and beverages served during the function.

The Centre Ivanhoe and the client will discuss all guest food and beverages requirements with a view to minimising the likelihood of reactions. If you have any further concerns, please contact us.



ARRIVAL ON THE NIGHT

On the afternoon of the Ball all Presentees must arrive at *The Centre Ivanhoe* at 4.00pm. They will be greeted upon arrival and filmed by our professional recording team as they exit their vehicle and enter the reception rooms. The early arrival is to allow for official photographs and a full rehearsal of dances and presentation.

The Presentees will have some time to relax and freshen up after dance rehearsals and official photographs. Light refreshments for the presentees will be served in the Withers room prior to guests arriving, and this area is set aside throughout the afternoon for the use of the Presentees.

Back packs and carry bags are not to be brought to *The Centre Ivanhoe* – a small cosmetic bag or purse is acceptable. If a change of clothes is necessary for later in the evening, parents are to bring this when they arrive. Any bags will be checked by security as you enter *The Centre Ivanhoe*.



Recording of the Event

A professional recording team will be present on the day and night of the Ball, filming the formal presentations, participants' dance sets and capturing the atmosphere of the night with informal footage. This will all be provided as a link, available approximately 8 weeks after the Presentation Ball which will be emailed to all families. Presentees will be advised when they are ready. The cost of the recording is included in your package.

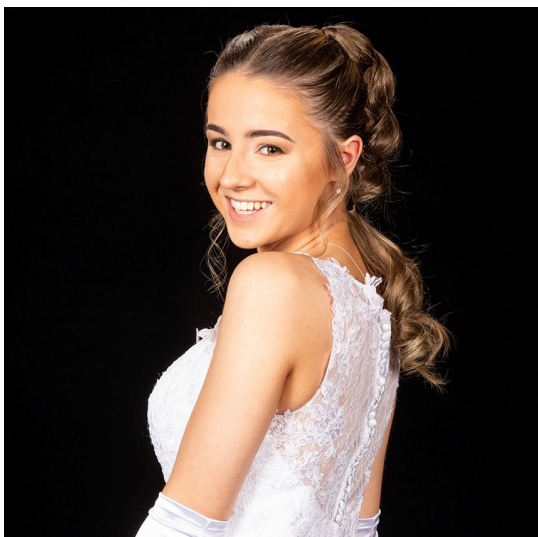
PHOTOGRAPHS



Our official photographers will take single, couple and a group photograph of the Presentees which will be available to order online two weeks after the Ball. These are available for purchase; the cost depends on the number of photos purchased.

Before the guests arrive, photos will be taken of the Presentees by themselves and with their partners. There will also be photos of friends within the Presentation set and a group shot of the whole Presentation set.

After the formal presentation, our photographers will take photos of family and friends.



Recommendations for makeup

Be mindful of wearing glossy or shimmer foundation makeup. Whilst this is okay for effect, it is not ideal for photography and videos.

Our photographers use bright lighting for photography and this can cause large ugly white highlights on foreheads when shiny makeup is worn. They suggest you use powder to avoid these highlights.

Using your own cameras when our Official Photographer is working

Getting everybody in a group, all having a great expression and all looking into the lens at the same time is a challenge and almost impossible when other people are trying to shoot over their shoulder. Our photographers therefore request that you do not bring your own cameras with you when you come up for family photos. We ask that you please understand their position if they refuse to take your family photos if others are doing likewise with their own cameras.

PRESENTEE PROFILES

As each couple is presented to the Official Guests, the MC will read out a profile about each Presentee. Please consider carefully what you would like to have read out and try to make it interesting; remember everyone at the Ball will be listening to all of these carefully.

Please supply the following information for presentation on the night of the Ball.

Descriptive paragraph

Please write about 50 to 60 words which may include:

- How long you have attended Tintern (for partners their school/Uni/work details)
- Most admired person and why
- Philosophy on life (e.g. keep a promise, take a chance and learn from your mistakes)
- Highlights or special achievements, hobbies, interests, aims and ambitions in life.

Ensure that your name is written in the way you would like to be addressed i.e. Matt or Matthew, Kate or Katherine. A sample paragraph could read as follows:

Stephanie is a Year 11 student at Tintern. Stephanie has been dancing since she was 4 years old and still loves to dance around the house. She is a keen netballer and enjoys a good laugh with her friends. Her most admired person is her mum and dad as they are both caring and loving. Stephanie's philosophy in life is "All your dreams can come true if you have the courage to pursue them" She hopes to have a career in health sciences, travel the world and have fun.

Or

A Handsome Chap - Derek's friends describe him as a king amongst men. Derek's outlook towards life is based around his motto "Hakuna Matata" which means 'no worries' – this can lead to problems where homework is involved. His interests are as varied as tennis, guitar, skiing and the joys of smelling a fresh photocopy page. He would like to thank Ashley for being a fabulous partner and comment on how lovely she looks tonight.

Profiles are to be emailed as a word document before Thursday 27 July 2023 to Presentationball@tintern.vic.edu.au

The subject line should include your name and the words "Presentee Profile" e.g. "Jacob Frisby Presentee Profile."

If wording is deemed unacceptable, changes may be made on your behalf.

Forms to be Returned

Please return all forms to:
Di Lacey, Alumni & Community Relations Manager
Main Administration building by Wednesday 17 May 2023.



TINTERN GRAMMAR

PARENTAL CONSENT PRESENTATION BALL 2023

Please return this Parental Consent Form to Di Lacey, Alumni & Community Relations Manager in the Main Administration building by Wednesday 17 May 2023.

I agree to my child _____ taking part in the Tintern Grammar Presentation Ball to be held on Saturday 9 September 2023.

I agree to ensure they:

- Attend all Dance Classes – in the event of your child being unable to attend a class please phone Josie on 0409 954900.
- Adhere to the dress code requirements – particularly regarding styles of gown acceptable as described on page 9.
- Adhere to Code of Behaviour requirements at dance classes, rehearsal and on the evening of the Presentation Ball particularly in regard to the consumption of alcohol and drugs.

I agree to:

- Photographs of my child being taken on the night of the Presentation Ball and during Dance Classes and that these photos may be used to promote future functions.
- A video including my child being filmed and produced on the night, accepting that this may be used to promote future functions
- My email address being given to the Official Photographer to allow online ordering of photographs.

I am aware that:

- Parents must be on time to collect their Presentees from each dance class.
- Parents are requested to attend a short briefing at the end of the first dance lesson. This meeting is highly recommended and should be attended if possible. There will be an opportunity to ask any questions at this briefing.

I have also read the Presentee Agreement form and accept the conditions.

Parent Name: _____ Date _____

Parent /Guardian Signature: _____

TINTERN GRAMMAR

PRESENTEE AGREEMENT PRESENTATION BALL 2023

Please return this Presentee Agreement Form to Di Lacey, Alumni & Community Relations Manager in the Main Administration building by Wednesday 17 May 2023.

I, _____ have read, understood and agree to all parts of the Tintern Grammar Annual Presentation Ball 2023 booklet.

I agree to:

- Co-operate with Dance Instructors and Ball Coordinators
- Attend all Dance Classes
- Adhere to the Dress Code requirements for all dance classes, rehearsals and during the Presentation Ball
- Adhere to Code of Behaviour at dance class, rehearsal and Presentation Ball particularly in regard to consumption of alcohol and drugs.

I understand that if in the opinion of the Dance Instructors and Ball Coordinators, my behaviour is continually disruptive and has a detrimental effect on the whole group, I may be excluded from the Presentation Ball.

Presentee Name: _____

Presentee Signature: _____ Date: _____

SUIT HIRE FORM

Trevor Dudley's
Classic Menswear Formalwear & Hire
166-168 Main Street, Lilydale Vic 3140

Phone: 03 9735 1136 Fax: 03 9735 0668

Email: peterruscitti@bigpond.com

Please return this form to Di Lacey, Alumni & Community Relations Manager in the Main Administration building by Wednesday 17 May 2023.

Tintern Grammar

Dear Parent /Guardian,

Student Name: _____ (Please Print)

The following are the terms and conditions which apply when a suit and accessories are hired by your child for the Presentation Ball.

Please sign this letter below as a confirmation of your acceptance of the terms and conditions on behalf of the hirer.

Until this signed letter is received, the suit and accessories will not be released.

Terms and conditions

The hirer agrees that if a garment is damaged due to the fault or negligence of the hirer, or if a garment is not returned to the sales representative at the allocated store, the hirer must pay the sales representative of the allocated store the recommended retail price for the garment (i.e. the replacement price of a new garment)

The garment must be returned to the allocated store before 5pm within 2 working days after the function. A late fee of \$20 per day may be charged for each day thereafter.

No responsibility is taken for the fit of the hire garments not tried on by the hirer at least 48 hours before the function.

I agree with and accept the terms and conditions set out in this letter.

Parent/Guardian Signature: _____

Name (please print): _____ Date _____

Parent/ Guardian address: _____

Mobile Phone: _____ Work Phone: _____