End of Year Disco

Things to Consider:-

* A place to hold it.
* Contact details for the caretaker.
* Permission to use the venue
* Permission from the school governors for the event to happen
* Performing Rights License to play music.
* DJ / Person to play the music.
* Lights
* Decorations
* Someone to design the publicity
* Someone to hand out flyers/put up posters
* Someone to sell tickets
* Printing the publicity
* Money to pay for the publicity
* Someone to check tickets on the door
* Refreshments for the disco
* Someone man the refreshments stall
* Someone to write a letter to all the parents
* Someone to collect in the parents’ consent slips
* Health and Safety paperwork for holding an event outside of school hours
* Adults to supervise the disco
* People to clean up after the disco