



7th June, 2017

Dear 7th form students/leavers and parents,

LEAVERS' DANCE 2017

Friday, 30th June 2017, 8:00pm

The Cyprus Hilton Hotel

98 Archbishop Makarios III Ave. Nicosia (near Central Bank of Cyprus),

To ensure the smooth planning and running of the 2017 Leavers' Dance, The English School Parents Association (ESPA) would like to inform you about the general arrangements for ticket and yearbook purchasing and seat reservations as follows:

Ticket Sales

Tickets and Yearbook will cost €45 each.

Each leaver student will be granted one free ticket for him/herself and he/she will be allowed to purchase, *initially*, **up to three (3) tickets** for family and/or guests.

Tickets will be on sale at the school reception between 8th – 13th June

Tickets purchased will **NOT** guarantee ANY seating arrangements (see section below).

Cash and cheques drawn on <<ESPA>>, will be accepted for ticket purchases.

Prepayments can also be made on the JCC Smart (see JCC section below). Paid amounts can only be exchanged for **up to 3 tickets+1 yearbook**. Any additional amounts will be considered if any extra tickets remain available or refunded accordingly.

Any tickets remaining available, will be sold on a first-come-first-serve basis during the Seating Arrangements session (see below)

Seating arrangements

Seating arrangements will be between

14th - 16th from 2:30 pm till 4:00 pm

at the school *Common Room (parking near the Art building)*

Seating will be booked on tables of 10 to 12 persons on a **first come-first serve basis along with purchasing of additional seats if any tickets remain available.**

For group bookings or multiple table requests, please arrange to have *all* tickets and names of all students/parents of the group.

Priority will be given to holders of pre-sold tickets and ESPA members.



Any ticket holders not attending to book their seats will be allocated to tables with available seats **after the end of the booking session** on the 16th June. *Same table seating in this case cannot be guaranteed.*

There will be a diagrammatic layout of the ballroom area for ease of seat allocation. The layout will include a parents-guest area and a student's area.

Please note that no changes will be allowed to any seating after booking.

Yearbook 2017

The yearbook costs €45 and will be **pre-sold at the school reception and the seating arrangements sessions between 8th June – 16th June.**

The year book will be available for collection from the school premises during the last week of June.

JCC Payments

For JCC pre-payments, you can use the JCC Smart, ESPA account (under professional bodies and associations) or follow this hyperlink:

<https://www.jccsmart.com/eBills/Welcome/Index/25172016>

Please state the number of tickets you are purchasing and/or yearbook in the <<Name of Pupil>>.

Paid amounts can only be exchanged for **up to 3 tickets+1 yearbook** (e.g. €180). Any additional amounts will be considered if any extra tickets remain available or refunded accordingly.

Please ignore the IDs and fill the rest of the fields as per directions.

You MUST bring the printed JCC payment receipt to the School Reception, between 8th-13th June, to exchange it with the appropriate tickets.

Tickets purchased though JCC will **NOT** guarantee ANY seating arrangements.

You must come at the Seating Arrangements session for any seat/table bookings

Other arrangements on the day of the event.

Please note that at the entrance to the ballroom there will be a seating plan with the names of parents in alphabetical order and this will help you find your designated table.

Assistance will also be provided to guide you to your table. On arrival, students will be accommodated in the Acamas Meeting area, until their entrance to the Ballroom in proper celebration.

Doors open at 8:00pm, so please make sure you are seated by **8:15 pm the latest.**



Leavers' Students

Each leaver student will be granted one free ticket for him/herself. Students will be allowed up to one guest (or date) to be seated with them (at the students' tables). A ticket for *this* guest should be purchased (€45) unless this guest is another leaver 2017 student.

<<After party>> tickets (bracelets) will be available for sale for €10 each, allowing entrance to the after party (midnight onwards) with unlimited drinks.

All leavers students should arrange to collect their tickets and purchase their after-party tickets between 8th – 13th June from the School reception.

Hotel Overnight Stay:

Any students requiring to stay at the hotel overnight, special rates have been arranged with the hotel. Please contact the Head Girl/Boy for relevant details and reservations, **no later than 16th June.**

Sponsorship of Leavers' Events

Sponsorships will be accepted for any amount between €250 and €500 and will include a colour advertisement in the year book, promotion at the leavers dance and a table pre-reservation priority at the leavers dance. For interested sponsors, please contact us the soonest possible.

For any additional inquiries please contact us on contactespas@espa.org.cy.

The ESPA Council