

## Formals Officer's (FO) Guide To Signup

Livers-in and Livers-out signups are to be treated separately, and the FO should **aim** to split the 90 places between the two categories as stated below:

Livers in: 50 + 10 guests

Livers-out: 25 + 5 guests

If total number of signups and guest requests exceeds 90, removals should be made based on the following principles and in the following order:

- 1) **Signups made by those currently attending the formal are INVALID and should be removed. After this time, everyone is treated equally. Attending formal loses you the advantage of being able to sign up in the first 90 minutes, and this should be the only discrimination made at this stage.**
- 2) **Alternately remove the latest guest request followed by the latest Johnian signup, until the guest list is populated roughly by the targets set above.**
- 3) **Should a situation arise at the bottom of the list, where a close decision must be made between removing someone who was at formal last week over someone who was not, then only at this point can a distinction be made in favour of the person who was not at formal.**

Notes:

- John's likes to encourage groups to attend formals, and so special requests may be granted by the FO for guests to be allocated unevenly to accommodate this (E.g. "I would like to have some friends from the Bailey Theatre Company to attend formal"). Johnians should however **never** be removed to allow another Johnian more than one guest. Such requests are to be judged at the FO's discretion and will depend principally on the demand for places. Any more than 2 guests per person are to be paid for at the full price of the meal, as published weekly by the Catering Manager (Alison Bradshaw), as stated by the Senior Tutor.
- In acknowledgement of the unpaid work done by the executive committee, requests may be made by them to the FO in advance of the signup, putting them to the top of the guest list in their respective category. After this time, exec should sign up using the online signup system. Generally, guest requests made by exec should not be proportionally larger than the allocation to the entire group (1 per 5 Johnians), but exceptions may be made given an appropriate cause, at the FO's discretion.