



# Mermaids

## **Performing Arts Fund**

# Committee Roles

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# President

The role of Mermaids President is twofold. Their first line of responsibilities is to oversee the Mermaids committee and to ensure a smooth running of Mermaids productions and events throughout the year. Secondly, they hold the position of Performing Arts Officer in the Students' Association (the Union) which makes them equally responsible to act as a representative and advocate for all students engaged in any kind of performing arts in St Andrews, be it in Mermaids, its affiliate societies, or in non-affiliate groups.

As for Mermaids-specific responsibilities, the president chairs the weekly committee meetings and sits on all Mermaids subcommittees, with the core task of facilitating effective communication and cooperation within committee and between committee and production teams. The president is there to ensure a good experience for everyone involved in putting on a production with Mermaids, which they do by being the overarching logistical liaison between different parties (such as venues, teams and committee) and the general point of contact for any Mermaids matters. To this purpose, they hold weekly office hours outside of meetings to which any matriculated student or member of staff can come and raise questions or concerns. The role entails doing a little bit of everything to support its committee and teams effectively, and to keep an eye on the larger perspective of Mermaids logistics and wellbeing as a whole.

To support St Andrews Performing Arts beyond Mermaids in their dual role as Performing Arts Officer, the president is a first point of call for affiliate and non-affiliate groups alike who wish to raise a concern or seek support in their performing arts operations. The president can help provide insight into the management of St Andrews performing arts, and has the capacity to advocate for students' needs and interest in their positions on the Student Representative Council (SRC), the Byre Management Board, and the University Drama and Music Committee (UDMC).

Furthermore, the president chairs a regular president forum with all the presidents of Mermaids' affiliates, to maintain effective community relations and facilitate the process of accessing support in St Andrews Performing Arts.



# President (cont.)

The president role is line managed by two of the Union's sabbatical officers, Director of Events and Services (DoES) and the Director of Student Development and Activities (DoSDA). They both sit on Mermaids committee and are there for support and advice whenever the president, committee or productions need it.

When to Contact? ([merpres@st-andrews.ac.uk](mailto:merpres@st-andrews.ac.uk))

- As a member of a Mermaids Production
  - If you are looking for production support and/or do not feel comfortable reaching out to the relevant committee members.
  - If you have a general query or suggestions for improvements
  - If you want to raise a wellbeing concern that you would not feel comfortable going to Mermaids' Wellbeing Officer, the Vice President, about.
- As a member of the greater Performing Arts Community
  - As a performer, crew, or committee member of Mermaids, our affiliates, or non-affiliate groups, you can always contact the president for support, advice, and representation in matters relating to performing arts.
  - If you have feedback and suggestions for improvement



# Vice President

For Mermaids performers and production teams, the role of Vice President is wholly dedicated to providing wellbeing support in matters relating to our shows. In contrast to common misconception, they do not decide on production finances (as that is the responsibility of the Productions Treasurer), and therefore should not have any conflict of interest in their role as wellbeing coordinator for Mermaids productions. To mitigate any wellbeing issues arising in the first place, the VP is responsible for supporting production teams in developing and implementing their wellbeing plans effectively throughout the rehearsal period and show days alike. If wellbeing issues do arise, however, the VP is then also the first point of contact to both cast and crew members who wish to bring a concern to the committee and/or would like further support in dealing with a problem in the production. The VP holds regular office hours that anyone involved with a Mermaids show can attend to get confidential advice and support.

For Mermaids committee members, the wellbeing responsibilities of the Vice President remains one of the core purposes of the role. The VP's office hours are equally open for committee members to attend, as they are the primary point of contact for any committee member having wellbeing issues linked to their involvement with Mermaids. It is the role of the VP to ensure a good and enjoyable working atmosphere within the committee and make sure that everyone on committee feels supported and receives help with their tasks if needed during busy times. If any issues would arise on committee, the VP would be there to assist in giving neutral advice and tactfully mediate sensitive conversations.

Alongside their responsibility to provide wellbeing support, the VP holds certain logistical responsibilities on committee. They have a close working relationship with the president, and support them in the daily running of Mermaids. This includes chairing meetings when the president is unable to do so, and supporting the President in resolving any challenges and making difficult decisions.



# Vice President (cont.)

Furthermore, the VP is responsible for overseeing the general committee budget, which entails working with Mermaids' financial manager in the union cash office to set our annual budget and subsequently advise committee members on the funds available for them to spend in their roles. As outlined above, this does not include overseeing production budgets, as that is managed by the productions treasurer with any alterations to a show's budget having to be voted on by the entire committee. Alongside the president, the VP sits on all Mermaids subcommittees to provide support in their operations throughout the year, however with a particular engagement in the Christmas Ball Subcommittee to assist in organising the ball.

New for this year to the Vice President role is also the responsibility of chairing a wellbeing forum, similar to the presidents forum, with the purpose of facilitating communication and collaboration between wellbeing representatives within St Andrews' performing arts community.

When to Contact? ([ih64@st-andrews.ac.uk](mailto:ih64@st-andrews.ac.uk))

- If you are looking for Mermaids-related advice or wellbeing support
- If you are looking for help to resolve a difficult situation in a Mermaids production
- If you have any suggestions for improvement to the wellbeing support Mermaids offer our committee, production teams, and performers.



# Production Coordinator

The Production Coordinator acts as the chief link between Mermaids productions and its committee. It is the PC's role to support production teams with all the practicalities of putting on a show, which includes overseeing the production timeline with external deadlines and being a helping hand in filling out all the various production paperwork. The PC coordinates the efforts of committee and production team towards a show, and is therefore the initial point of contact for all Mermaids production teams throughout the academic year. They can offer support to teams from the get-go during the process of proposing a show, and will later represent them on committee by liaising with other committee members on their responsibilities towards a show; to make sure that every aspect of the production organisation is running smoothly and that Mermaids is offering the most effective support to all its teams.

The Production Coordinator is also responsible for overseeing the Fresher's Drama Festival (FDF), which is a week-long festival in the beginning of semester two, aimed at showcasing theatre that is directed, produced, and performed by freshers and those new to the St Andrews performing arts scene. From proposals to show, the PC acts as a mentor to new Mermaids and provides additional help through every step of the production process. This is with the aim of making putting on a show accessible to everyone, regardless of previous experience.

Alongside their primary task of supporting Mermaids production teams, the Production Coordinator also handles or oversees several team-related administrative tasks on committee, such as the correspondence with teams prior to and after proposals as well as the purchase of production rights for our shows.

When to contact ([merprodcoordinator@st-andrews.ac.uk](mailto:merprodcoordinator@st-andrews.ac.uk))

- If you have questions about proposing a show
- If you as a production team have any administrative or practical questions, i.e. regarding paperwork or production timeline
- If you have any questions about your production rights, and what they allow you to do/not to do with your show
- If you as a production team have any concerns you would like to raise to committee that you would not feel comfortable raising in a public meeting.
- If you have questions about FDF



# Production Coordinator (cont.)

When to contact ([merprodcoordinator@st-andrews.ac.uk](mailto:merprodcoordinator@st-andrews.ac.uk))

- If you have questions about proposing a show
- If you as a production team have any administrative or practical questions, i.e regarding paperwork or production timeline
- If you have any questions about your production rights, and what they allow you to do/not to do with your show
- If you as a production team have any concerns you would like to raise to committee that you would not feel comfortable raising in a public meeting – the PC can represent you!
- If you have questions about FDF





# Barron Manager

The Barron Manager is the committee member in charge of running the Barron Theatre, which is Mermaids' black box residency at the top floor of the Byre Theatre. In close collaboration with the staff of the Byre Theatre and the Mermaids president, the Barron Manager oversees the day-to-day management of the venue and is responsible for continuing to facilitate and develop new possibilities for the use of the space – all with the purpose of making the Barron a home for as wide a range of St Andrews performing arts as possible. It is, therefore, a core role of the Barron Manager to oversee the artistic direction of the Barron Theatre by programming shows and events produced by Mermaids as well as by other students and community groups. Additionally, alongside the president, the Barron Manager has some of the closest relationships with the Byre staff and works closely with them to continuously develop strategic plans for the best use of the venue. This includes working to diversify programming, increasing training opportunities, and investing in new resources. The Barron Manager also frequently liaises with the Byre staff on health and safety guidelines, operational issues, and audience development. In their commitment to maximising opportunities within St Andrews performing arts, the Barron Manager is also in charge of running the St Andrews 10-Minute Play Writing Competition, and has the responsibility to represent the venue users' interests in ongoing negotiations with the University. These negotiations currently concern asset storage, access to the venue, and workshop provision. Finally, to help them in the running of the Barron logistically and creatively, the Barron Manager chairs a subcommittee of their own which works to ensure that technical, marketing, and front of house operations all run smoothly.

When to contact ([am648@st-andrews.ac.uk](mailto:am648@st-andrews.ac.uk))

- If you, as a production team, have any logistical or technical questions about the Barron as a performance space
- If you, as a non-Mermaids production/group, wish book the Barron for a performance, rehearsal, or event
- If you have any questions about the St Andrews 10-Minute Play Writing Competition
- If you have any Barron-related interests you would like advocated for to the Byre or the University
- If you have any suggestions on developments or new things that can be done in the Barron Theatre



# Operations Manager

The Operations Manager is the committee member responsible for organising and allocating the various rehearsal spaces Mermaids has to offer. They maintain a central 'rehearsal booking spreadsheet' where teams can sign up to rehearsal slots in different venues on a weekly basis. The role entails a lot of communication with teams and liaising between productions, Mermaids Committee, the Byre Theatre, the Student's Association, and other venues we might be able to offer rehearsal slots in - all to try and give all productions equal access to rehearsal times and in slots that work well for them too. If extra rehearsal space is available, the OM can equally provide slots to non-Mermaids productions for them to rehearse in.

The OM works closely with the Barron subcommittee, and assists in organising the Barron inductions for teams at the beginning of the semester. Alongside the Barron Manager, the OM also helps oversee the availability of the Barron for Get-in and Get-out of Barron shows. Furthermore, they are responsible for ensuring the standards of use of the Barron by Mermaids and non-Mermaids productions to maintain good relations with the Byre Theatre. As a liaison between the Barron, The Byre, and Mermaids, the OM attends weekly meetings with all three entities and has a strong holistic knowledge of all their simultaneous operations. As part of its work with the Barron, the Operation Manager is also available for ticket monitoring and other Front of House duties for mermaids and non-mermaids productions alike.

When to contact? ([kwc3@st-andrews.ac.uk](mailto:kwc3@st-andrews.ac.uk))

- If you as a production team (both Mermaids and non-Mermaids teams) have questions about booking of rehearsal spaces
- If you have queries about the Barron inductions, or the terms of use of the Barron space during rehearsals, get-in/outs, or shows.
- If you require assistance with Front of House duties for non-Mermaids productions in the Barron



# Productions Treasurer

The Productions Treasurer is every production teams' primary point of contact in financial matters. It is the PT that decides on a show's final production budget based on their proposal and, equally, the PT that advises the committee when any amendments to a production budget is requested by a team. Whilst working under Mermaids' 66% breakeven guidance, the PT's greatest responsibility is still to assist teams in making sure that finances does not constrain artistic visions and output. This entails providing support to proposing teams on how to work with the Mermaids budget form and what are reasonable expenses for various aspects of the budget. After a show has been passed, the PT's responsibility is then to help teams with budget concerns find ways to save and reallocate money effectively to achieve the artistic dream. If an increase in a production's budget is needed, the PT is the committee member who will help teams outline their request for committee to vote on. A budget increase is passed if quorum is reached with a majority of the committee voting pass.

The Productions Treasurer is also responsible for ensuring that all Mermaids production expenditures are properly reimbursed to the team. To this purpose, they are responsible for showing teams how to keep their production cash book and receipts, and will subsequently work with the Union's Management Accountant to reimburse Mermaids teams after their production is done.

When to contact ([mermtreasurer@st-andrews.ac.uk](mailto:mermtreasurer@st-andrews.ac.uk))

- If you have questions about how to fill out the budget form ahead of proposing a show
- If you need advice on how to achieve your creative vision when budget is running tight
- If you want to request a budget increase
- If you have questions about reimbursement for production expenditures



# Set & Props Officer

The Set and Props Officer is the first point of contact for any Mermaids production teams looking to source sets, materials to build sets, and/or props. They are also available to give set and props advice to both independent and affiliate productions, and help oversee the Mermaids affiliate shared set and props scheme. They are responsible for gathering sets and props lists from shows and liaising with the Byre Technical team to organise weekly van runs to ensure shows have all their sets and props in time for their performances. They have knowledge about the stock of the things that Mermaids owns and have a preliminary catalogue to be able to help teams make a set and props plan at an early stage. They are also able to expand the supply of things that are reasonably necessary for sets and props, for example, tools for set building, paint, or props that would be used for a lot of shows. Set and Props officer also books out the Mermaids owned keyboard, and schedules time in the workshop (which we will hopefully have again soon!). They sit on the Barron subcommittee as well as the Mermaids committee and attend weekly meetings with the Byre.

When to reach out ([merprops@st-andrews.ac.uk](mailto:merprops@st-andrews.ac.uk))

- If you are proposing a show to Mermaids and would like to get a sense of what set and props we already have available for you to use
- If you are a Mermaids or non-Mermaids team and would like to get advice on set and props
- If you are a Mermaids or non-Mermaids team and would like to request access to Mermaids sets and props for a production
- If you as a production team have any queries about van runs
- If you would have any suggestions on items that ought to be added to Mermaids set and props catalogue



# Costumes Officer

The Mermaids Costumes Officer has control of the extensive costumes wardrobe, and is the liaison with all productions regarding costumes and makeup, as well as guiding them on areas such as design and historical accuracy. Similar to Mermaids Set and Props Officer, they have an extensive catalogue of the costumes we own and are available to both Mermaids and non-Mermaids productions for advice and assistance in making a costumes plan for a show. As a facilitator of Mermaids Costumes Scheme, in which Mermaids, affiliate, and non affiliate shows alike can get access to our costumes, the Costumes Officer are in charge of keeping track of costumes across all shows in St Andrews and make sure that everything is returned to Mermaids storage properly after a production has closed. They can also expand the Mermaids costumes catalogue with new items if needed. Finally, the Costumes Officer also has the important role of liaising with the Byre to ensure that all productions have the correct costumes readily transported from storage to the venue in good time for their productions.

When to contact ([agt6@st-andrews.ac.uk](mailto:agt6@st-andrews.ac.uk))

- If you are proposing a show to Mermaids and would like to get a sense of what costumes we already have available for you to use
- If you are a Mermaids or non-Mermaids team and would like to get advice on costumes and/or makeup
- If you are a Mermaids or non-Mermaids team and would like to request access to Mermaids costumes for a production
- If you would have any suggestions on items that ought to be added to Mermaids costumes catalogue



# Tech & Safety Officer

The Tech and Safety Officer is the role on the mermaids committee that deals with the logistics of the shows that go up, and there are two main sides to that: Technical, and Health and Safety. For the technical side of the role, the Tech and Safety Officer will liaise with Mermaids' production teams to make sure that their technical aspirations are possible to achieve, and to help them achieve them. The Tech and Safety Officer is also responsible for helping all production teams find a technician. To this end, it is a core aspect of the role to work closely with the Shadowing Officer on Mermaids Engagements Subcommittee to ensure that there are enough trained technicians to help run shows. This is done by offering accessible and semi-regular tech training days for all skill levels, which are organised by the Tech and Safety Officer and Shadowing Officer in tandem. As for the health and safety aspect of the role, the Tech and Safety Officer is responsible for overseeing and advise on the health and safety of Mermaids productions. They are there to support our production teams in writing up their risk assessments (RA) and, through a final approval process, will ensure that the RAs incorporate any changes that have been made to the show during the rehearsal process. In a similar vein, the Tech and Safety Officer is also in charge of maintaining Mermaids' weapons procedure, and will advise any teams wishing to use prop weapons in their performance on the necessary regulations and safeguarding measures that needs to be followed. The Tech and Safety Officer also sits on the Barron subcommittee, to participate in discussions regarding decisions that affect the Barron's technical day-to-day objectives and long-term needs, and contribute to the organisation of get ins and get outs for different Barron productions.

When to contact ([asd20@st-andrews.ac.uk](mailto:asd20@st-andrews.ac.uk))

- If you have any questions about the tech available in any of Mermaids' performance venues
- If you as a Mermaids or non-Mermaids team need advice on tech ideas for your show
- If you as a Mermaids Production team have questions about writing your Risk Assessment
- If you as a Mermaids Production team have queries about using prop weapons for your show
- If you as a production team need to find a technician
- If you are interested in getting involved in performing arts tech in St Andrews





# Marketing Officer

Mermaids Marketing Officer is the first point of contact for both committee, affiliates, and production teams with questions regarding events and show publicity, social media management, and graphic design. They manage and create social media content for Mermaids official accounts on Facebook and Instagram, and advise Mermaids production teams on how to develop an effective marketing strategy across various platforms. This includes both online and physical marketing. They are available to support any of our teams with questions regarding creating social media posts and promotional material, and will be able to advise on the best places in town to put up physical posters. As performance dates approach, the Marketing Officer is the one responsible for making sure Mermaids properly promote all our shows on our social media accounts, and is able to organise takeovers and Q&As on Mermaids official accounts for our production teams to increase outreach. Finally, the Marketing Officer is also responsible for managing and updating Mermaids Website, where all the important information about us as a subcommittee and how to get involved can be found.

When to contact ([mermarketing@st-andrews.ac.uk](mailto:mermarketing@st-andrews.ac.uk))

- If you as a Mermaids production team or affiliate have questions about publicity or graphic design
- If you as a Mermaids production team want to organise a takeover of Mermaids accounts, or have questions regarding Mermaids promotion of your show
- If you have any questions about Mermaids website, or any suggestions about information that should be added on there



# Box Office Manager

The Mermaids Box Office Manager is our production teams' main support with anything ticket sales related. They act as a liaison between our production teams, our venues, and the Union web team to make sure that tickets go on sale on time, and can provide teams with ticket sales reports upon request. Equally, they work closely with the union cash office in the aftermath of every show to make sure that the income of the shows match the number of tickets sold and collected. The Box Office Manager is also responsible for organising press coverage for all Mermaids productions, which includes overseeing our annual media accreditation contracts, and will also be able to assist with individual complimentary tickets for production teams. They are also in charge of physically running the box office for every Mermaids show, together with a small team of volunteers. Finally, the Box Office Manager also has the responsibility to collect material for the Mermaids archive, which entails gathering tickets, programmes, and posters from the productions that wish to enter their material into our physical archives with the university.

When to contact ([barronboxoffice@st-andrews.ac.uk](mailto:barronboxoffice@st-andrews.ac.uk))

- If you as a Mermaids production team have any queries about when or how your tickets will go on sale
- If you as a Mermaids production team want to request a ticket sales report
- If you as a Mermaids production team have questions about press coverage or want to invite a specific publication to review your show
- If you as a member of the media have questions about contracts or press tickets
- If you as cast or crew have any Mermaids related material that you wish to put into the Mermaids archive





# Secretary

The Mermaids Secretary is our official record keeper. They are responsible for creating and circulating agendas ahead of our meetings and for taking clear, transparent, and organised minutes of the meeting discussions. It is also the responsibility of the secretary to make sure that the meetings from our public meetings are easily accessible to all staff and matriculated students at St Andrews. This is a vital aspect of the transparency of Mermaids as a subcommittee, where all discussions, decisions, and votes must be recorded and accessible to the student body at all times. The secretary also operates the Mermaids email account ([mermaids@](mailto:mermaids@st-andrews.ac.uk)), which means that they are in charge of sending out Mermaids weekly newsletter, the 'Mermail', with all the relevant Mermaids, affiliate, and non-affiliate content for the week. Equally, being in charge of the email account entails signposting general queries to the relevant people on committee.

When to contact ([mermaids@st-andrews.ac.uk](mailto:mermaids@st-andrews.ac.uk))

- If you have any questions about how to access Mermaids meeting minutes, or questions about the contents of any minutes
- If you as a Mermaids production, affiliate committee, or non-affiliate group wish to include any performing arts related information in an upcoming Mermail
- If you have any general queries you wish to direct to Mermaids



# Engagements Officer

The Mermaids Engagement Officer is a role that has evolved significantly over the past year, with the purpose of facilitating better access and opportunities in St Andrews performing arts. As a member of Mermaids central committee, the Engagements Officer's core roles entails organising Mermaids presence during Freshers week, such as hosting a freshers fayre booth and running a give-it-a-go, and planning various community socials throughout the year. It is the responsibility of the Engagements Officer to facilitate these socials to be cooperative events between Mermaids, its affiliates, and non-affiliate groups. The second aspect of their role is to chair the brand new Engagements Subcommittee, which is tasked with widening accessibility to performing arts in as many ways possible. The Engagements Officer will oversee the efforts of its subcommittee to; run *Mermates!*, a weekly theatre games social that anyone can attend regardless of experience levels; to maintain a community wide shadowing programme with workshops, that serves to make engagement with all areas of performing arts more accessible; and, finally, to support increased diversity within St Andrews theatre. In doing all of this, the Engagements officer is an active liaison between Mermaids Committee, our fellow subcommittees of the union, our affiliates and non-affiliates, and staff across the union and university.

When to reach out (??@st-andrews.ac.uk)

- If you have any questions about Mermaids events during Freshers week
- If you have any questions about Mermaids socials, or suggestions of events that we could be organising
- If you are an affiliate or non-affiliate group that wish to do an event collaboration with Mermaids
- If you have any questions or suggestions about any of the responsibilities of the Engagements Subcommittee; i.e. *Mermates!*, Shadowing, Events and Workshops, and Diversity and Inclusion in Performing arts



# Fringe Representative

The Mermaids Fringe Representative is the one member of committee in charge of everything falling under the banner of Mermaids at the Edinburgh Fringe. They are responsible for supporting the student shows we send to Edinburgh from start to finish, from preparing them for proposing their show to helping them close their production after their final show night in August. The Fringe Rep is the executive producer of all Mermaids shows at the Fringe, and will support their shows with anything from logistics, to press and publicity, to wellbeing. In the early preparation for the Fringe, the Fringe representative's main responsibilities lie within securing performance venues in Edinburgh and completing the process of officially registering our shows with the Edinburgh Fringe. As the Fringe comes closer, the Fringe Rep assists with the logistics of booking auditions and rehearsals, supports the teams with their risk assessments, and provides advice and guidance on marketing materials and press releases. Furthermore, it is also the responsibility of the Fringe rep to support their teams in any fundraising they are doing to offset the living costs of the Fringe, and to advise on ways to make the Fringe experience more affordable and accessible. When in Edinburgh, the Fringe representative will act as Mermaids wellbeing contact for all their teams, and will also help with tech runs and support teams in their marketing their shows with the press and the public at the Fringe. In order to do all of this and provide as much logistical and financial support to our Fringe teams as possible, the Fringe representative manages a budget of around £17000.

When to contact ([mermaidsfringe@st-andrews.ac.uk](mailto:mermaidsfringe@st-andrews.ac.uk))

- If you are interested in proposing a show with Mermaids for the Fringe and want to know more what the experience would be like
- If you, as a Fringe team, have any questions at all - all logistical, creative and administrative support for Fringe shows go through the Fringe Representative
- If you have wellbeing concerns with regards to a Fringe show, or need wellbeing support during rehearsals in St Andrews or at the Fringe in Edinburgh



# Christmas Ball Convener

The Christmas Ball Convener is the one in charge of organising St Andrews's annual Christmas Ball; Mermaids primary fundraising events to raise money for sending productions to the Edinburgh Fringe each year, and more. The Ball Convener sits on Mermaids's central committee, but also runs a subcommittee of their own, which is the body tasked with organising and running everything from logistics to creatives of the Ball. The Ball Convener, thus, is the main line of communication between the Christmas Ball Subcommittee and its operations, and Mermaids as a whole. In close collaboration with the Mermaids Vice President and the Union Cash Office, the Ball Convener manages a budget of about £65000. The Ball Convener, as Mermaids inhouse events expert, is also responsible for organising The Golden Seashells, which is Mermaids end-of-year award dinner. Like with Christmas Ball, the ball convener is the one in charge of deciding logistics and creatives such as the theme and structure of 'Shellies' each year. However, the award nominations for the Golden Seashells are done together with the rest of Mermaids committee to then be opened up for a public vote to fairly decide the winners of the awards.

When to reach out ([christmasball@st-andrews.ac.uk](mailto:christmasball@st-andrews.ac.uk))

- If you have any questions related to Christmas Ball, including queries about tickets, performers, and logistics on site
- If you are planning any larger events within the performing arts community and are looking for logistical advice
- If you have any questions related to The Golden Seashells award ceremony, including queries about tickets and event logistics

