

Formal Guidelines

When are formals?

- Formals are held on Tuesdays and Fridays during Michaelmas term and Fridays during Epiphany and Easter term unless otherwise advertised
- All formals for the week ahead will be mentioned in the JCR email on Monday
- Attendees should be in the bar by 18:30; they will be directed to the hall ahead of the 19:00 start
- Anybody invited to formal by the Exec should meet at the Exec Room by 18:10
- Anybody requiring a gown for formal will be expected to give advance notice and collect it from the Exec Room before 18:10—we will keep your campus card as a deposit

How much do formals cost?

- Formals are free for livers-in, £3.50 for livers' out and £7 for guests
- Guest formals prices TBC
- Soft drinks and wine are on sale on the way into the hall for £2 and £6.50, respectively

What should I wear?

- The usual dress code is academic dress:
 - For Gents: A dark, navy or grey suit (shirt, tie and smart shoes) with gown
 - For Ladies: A dress, skirt or trouser suit, smart shoes with gown
- The dress code for guest formals is black tie
 - For Gents: A suit, shirt and bow-tie with smart shoes with gown
 - For Ladies: A dress or trouser suit with gown
- Failure to adhere to the dress code may result in refused admission to formal—you will be liable for the cost of your place

How do I sign up?

- Livers-in
 - Sign-up will take place outside the bar annexe at 17:00 on Sunday for Tuesday formals and on Wednesday for Friday formals. You may only queue from 16:45, and may be sent away if you arrive before then!
 - If you are unable to attend sign up, another member of the JCR can attend sign up on your behalf; however, nobody will be allowed to sign up more than two other people without advance permission—please email the JCR Secretary before sign up to ask!
- Livers' out
 - Sign-up will be through our very own online formal sign-up system at 18:00 on Sunday for Tuesday formals and at 18:00 on Wednesday for Friday formals

- This system allows you to book a space for yourself and one guest. You can sign up using this link:
<http://community.dur.ac.uk/hatfield.jcr/password/formal/index.php>
- Information about sign-up will be in the livers' out weekly emails. Be sure to be early, livers' out tickets go very quickly!

Can I bring a guest?

- You are usually permitted to bring one non-Hatfield guest per formal–this limit will be extended if there are spare places. Contact the Secretary or the LO rep for any queries regarding this.
- A limited number of spare gowns will be kept in the Exec room–if your guest requires a gown, you will need to give notice to the JCR Secretary at sign-up and leave your campus card as a deposit when you collect the gown before formal

How can I cancel my place?

- Any cancellation should be made prior to 8:00 am on Monday morning for Tuesday formals or Thursday morning for Friday formals. Livers in can do this by contacting the secretary, Livers' out by contacting the LO Rep.
- After this time, if the JCR Secretary is unable to fill your seat, you will be liable for the cost of your seat

Formal Rules

Formal is meant to be an enjoyable event, but there are some rules in place to maintain the dignity of the occasion. Violation of the following rules may result in sconces from the VP Discipline.

Do Not:

1. Stand up
2. Take off your gown
3. Use mobile phones in the hall (though photos are permitted before the High Table enters)
4. Be unnecessarily loud or disruptive
5. Talk or make bad cutlery while High Table enter or during Grace
6. Bring any drinks into the hall except your purchased wine or soft drink–there will be squash and water on the tables
7. Be disrespectful to the catering staff

This list is not exhaustive–the VP Discipline may issue sconces (fines) of between £5 and £50 for any behaviour deemed inappropriate, depending on the severity of the infringement. All sconces can be appealed (refer to the sconce for details), and all money goes to the JCR to improve college.

Any questions about discipline during formals should be directed to Brogan Lear at hatfield.jcrdiscipline@durham.ac.uk.

Any questions about livers' out sign-up or cancellations should be directed to Sara Nordboe Pettersen at hatfield.jcrliversout@durham.ac.uk

Any other questions about formals should be directed to Ben Bloom at hatfield.jcrsecretary@durham.ac.uk.