

Managing Events

Rational

This procedure is to invoke a sense of ownership of all Club events organised with responsibilities shared among as many members as possible.

Overview

The procedure has three stages

- Proposal and draft overview
- Detailed planning
- “On the night” responsibilities

Where there is a recurring event it will be supported by a rota

Proposal

A short proposal giving occasion, purpose (eg specific Club event, general promotion, service to community etc.) likely date, invitees (external / Club / special guests), outline facilities to be provided by Club, rough costing emailed first to Secretary. Event Coordinator proposed. Club Secretary checks any licensing issues and emails to Committee. Majority support from all sections Club required to proceed but not unreasonably withheld. Agreement can be given by email where appropriate.

Detailed Planning Undertaken by Event Coordinator

Events Coordinator seeks volunteers / appoints Leads for

- Catering Facilities (if any)
- Drinks / Bar (if provided)
- Special entertainment
- Advertising / Promotion
- Financial control (usually Treasurer)
- Welcomers / facilitators at the actual event
- Other special duties identified

The Events coordinator checks all leads are coordinated and delivering to timescale and budget. The Event Coordinator can also undertake Lead roles but the intention is to involve as many Club members as possible.

The Club Secretary and Event Coordinator will meet as necessary to ensure all events are delivered to the highest professional standard.

“On the Night”

Timescales established, and where necessary written summary checklist produced covering

- Initial Set Up
- Actions while the Event is running
- Packing Up

Event coordinator makes final decision on all matters arising “on the night”.

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