

# Event Planning

## **OBJECTIVES**

- 1) Determine what events we do now and what we could do in the future to better **balance** our event portfolio of our club.
- 2) Review our current process for running events and how we can improve it to make it easier to run.
- 3) To determine ways to ensure each event is a successful one.
- 4) Appoint a few individuals to research potential events for our club

## **FUNDRAISING**

(Raising funds for specific causes and charities)

## **COMMUNITY SERVICE**

(Supporting the community through our physical presence and creating awareness)

## **SOCIAL**

(Having fun, getting to know one another, and team building)

## **INTER-CLUB ACTIVITIES**

### **Zone Level**

(An Extension of FUNDRAISING, COMMUNITY SERVICE, AND SOCIAL EVENTS)

### **District Level**

(An Extension of FUNDRAISING, COMMUNITY SERVICE, AND SOCIAL EVENTS)

What type of events are you interested in?

How do we as a club decide and select events?

How do we nominate chairpersons of event committees and members of those committees?

How does the event committees update the status of event planning to the rest of the club?

How do we decide to which charities to support?

How do we advertise our events to the community and to other clubs?

For fundraising, do we know the breakdown of the funds in advance? (Do we cover for our own administrative costs? Are we fundraising for our own club or 100% to a charity)

How can we increase participation in these events? (Is it a matter of changing the type of events we do?)