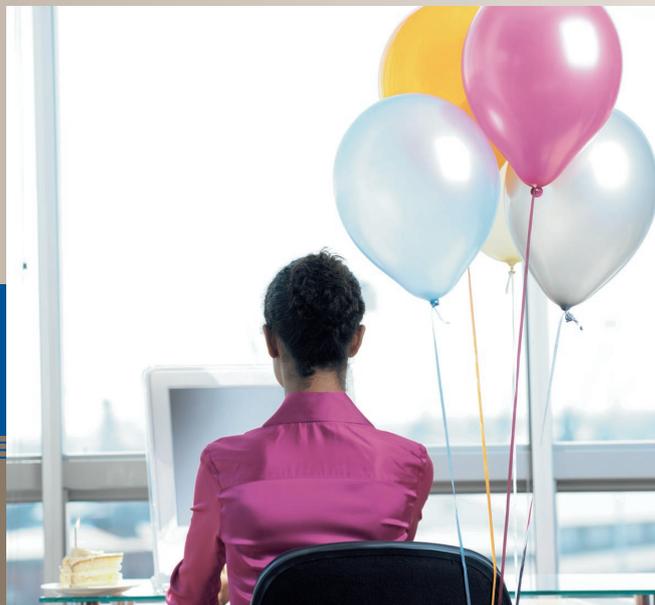


presents **TEN** *tips*

on
Planning a Function



1

What have you got to Work With?

If this is a repeat of something that has been done before, look at the records and make a note of what was successful and what could have been improved. Make a list of what you have, and what you need.

2

What do you Want to Achieve?

Make sure you know exactly what you want to achieve, and keep this objective in mind while you are preparing the function. Everything you do must focus on the main objective.

3

Who is going to be Involved?

First, look at your own people and identify how they will be involved. Secondly, make a list of your guests in order of importance.

4

What Message do you want to Send?

Make the message special to this occasion and build your theme around this central idea. Remember to get your message to everyone else, and involve the media if you need publicity.

5

What are you going to Do at the Function?

Draw up a programme of events. Identify time, date and venue. Confirm arrangements with those people who will be performing a duty, for example caterers, the guest speaker, etc.

6

What Arrangements Need to be Made?

Invitations should be sent out six weeks before the function. A full professional equipment checklist is essential.

- Equipment - chairs, tables, crockery, cutlery, public address system
- Catering - menu, numbers expected, special dietary requirements
- Prepare material for handouts
- Provide gifts as appropriate

7

What Printing needs to be Done?

Prepare the necessary invitations, brochures, certificates and other printed material to professional standards.

8

How Much will it Cost?

Work out a budget to the finest detail, then add a 10% contingency amount for unforeseen expenses. Obtain quotes if necessary to avoid overspending.

9

Prepare a Checklist

Identify who is responsible for which functions. Keep to deadlines, and keep your team informed of the progress being made.

10

When it is all Over...

write your thank you letters, pay your bills, return borrowed or hired equipment, and leave a well documented file to help you plan the next function.