

## Planning a team event

What to consider	Questions to ask yourself	Example
<b>Event</b>	What type of event would you like to organise and how that appeal to your target audience?	Bingo night Target audience: Friends and Family Get together and bring out peoples competitive side
<b>Where?</b>	Think of a location that is cheap (preferably free) and accessible to your target audience	Village hall or Student Union
<b>How will it raise money?</b>	Think about ticket price but also if there is anything else on the day that can bring in extra income	£10 ticket, maybe less if all students Raffle Pay for extra games
<b>What needs doing by when?</b>	Write a list of what needs to be organised by certain dates for the event to run smoothly. Think about promo, raffle prizes, printing tickets, food, decorations etc.	Pick the date Promote on Facebook and around campus Ask local companies for raffle donations
<b>Who can help?</b>	Make sure you use your team members. What connections/skills do they have which will help contribute to the event.	e.g. Harriet to organise venue, Ela to do a raffle prize haul and Simon to arrange food.
<b>Materials needed</b>	What materials are needed for the day to run smoothly? Think about activities which	Bingo caller, pads, pens, prizes etcetera
<b>Promotion plan</b>	The big one! Think about your audience and who you want to attend. Are you promoting online, with posters, in your local church/community space? Work out how people will be able to buy tickets Talk about Dig Deep	Ask friends to invite people to Facebook events People message me to buy a ticket Ticket bought by making donation to Charity Checkout Talk about the charity
<b>On the day I need to...</b>	Write a list beforehand of everything you need to do on the day, along with who is in charge of it and timings to make sure everything runs smoothly Brief your team which each of their jobs	Buy food Decorate Hall Promote one last time on social media Prepare the games Enjoy the event!!