**Project Leader: ???**

**Strategy:**

Secure permission to use as outlet for your sale or service. Work with existing local business and offer to share a percentage of the profits.

What are you selling? Meat (all kinds or just red meat?), Pap, Chakalaka -List them!

Ensure that goods and services are sold at reasonable prices. What will you charge per item?

How long will it take to make each item? How many can you make at the same time? When will it start and finish? Will you take orders before the time? How will you serve these meals (do you have plates and utensils)?

Will you promote it as a Chesa Nyama and a braai? Who needs the service you are providing? List them as your target audience.

**Please note:**  You must inform Alumni Relation of your intention to approach Corporate and other donors. The office can assist with available prizes and inform you of approaches to those donors to date. (Knocking on the same doors at the same time is not feasible).

**Determine Your Available Resources:**

Who are your helpers and volunteers?

What equipment will they need to deliver the service?

Do you have the means to sell refreshments? Who will make them and sell them.

Do you have the equipment (including packaging) to do this?

When / Where will this be held?

Will you serve / sell refreshments?

Who will make them and how will you serve them?

What will you charge per cup, glass, plate etc?

Do you have the budget or product beforehand?

Have you added this to your overall plan?

**Hammer out the Details (**Who does What, Where, When and hoW much will it cost?**)**

Venue:

Equipment:

Prizes:

Refreshments:

Advertising / Posters / Invitations / Posters / Marketing:

**After event Report (**Lessons learnt, how do we improve the next one?**)**

Did the project meet scope, time, and cost goals?

What was the success criteria listed in the project scope statement?

In terms of managing the project, what were the main lessons your team learned?

Describe one example of what went right / wrong on this project.

What will you do differently on the next project based on your experience working on this project? Have you submitted this report to the Alumni Relations officer?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Strategy | Fundraising Goal | Target Audience | Task Description | Person Responsible | Due Date? | Cost |
| Chesa Nyama 1 | R 2 000.00 |  | Secure the date, time and venue. | **?** | **?** | **?** |
|  |  |  | Obtain Item(s) / equipment needed to deliver your service. | **?** | **?** | **?** |
|  |  |  | List target audience for each item you sell. | **?** | **?** | **?** |
|  |  |  | Secure your service deliverers. Who’s making them at what price? How will they be served / sold? Who will man those stations? | **?** | **?** | **?** |
|  |  |  | Posters / Market, Advertise / invite your audience. | **?** | **?** | **?** |
|  |  |  | Decide on how monies will be administered, reconciled and paid over to accountant. (both for auction and sales of refreshments etc). Who will report back to Alumni Relations after the event? | **?** | **?** | **?** |
|  |  |  | Who will take pictures of your event and ensure Alumni Relations has copies thereof? |  |  |  |
|  |  |  | Who will clean up after the event? | **?** | **?** | **?** |
| Chesa Nyama 1 |  |  |  |  |  |  |
|  | **R 4 000.00** |  |  | **?** | **?** | **?** |