**Project Leader: ???**

**Strategy:**

Charge everyone from your Residence, House, Hall etc. who wants to participate. Make certain that you ask permission from your Warden for the exact day after supper first.

Offer a prize for the best dressed person and ensure that prize is indeed better than the entry fees. Ensure that entry fees are sold at reasonable prices.

Will you sell extras at this event? Healthy Snacks, rusks, sweets or drinks?

What do students need or are allowed to keep in their rooms? What would they really like to nibble on during tense study periods?

Do you have equipment to make the snacks (including packaging and price labels for each)? Who will make your crunchies etc? What will be sold how much will you charge per item?

How long will it take to complete prize giving and sale of goods? Can you do them at the same time? Will you have one or more than one of these events?

Who will be interested in participating in this event? List them as your target audience.

**Please note:**  You must inform Alumni Relations of your intention to approach Corporate and other donors for sponsorships. 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 at the event?

What equipment will they need to assist with sales and prize giving (sound etc)?

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?

What will you charge item sold and entrance fee?

Have you added this to your overall plan?

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

Dates and Times:

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 |
| Dress Up Night 1 | R 1 00.00 |  | Secure the date, time and venue. | **?** | **?** | **?** |
|  |  |  | Obtain Item(s) / equipment needed for prizes and snack sales. | **?** | **?** | **?** |
|  |  |  | List target audience. Which other staff / students might be interested in participating? | **?** | **?** | **?** |
|  |  |  | Secure your helpers (sales) / judges (best dressed). | **?** | **?** | **?** |
|  |  |  | Serving / Selling refreshments? Who’s making them at what price? How will they be served / sold? Who will man those stations? | **?** | **?** | **?** |
|  |  |  | Market, Advertise / invite your audience. | **?** | **?** | **?** |
|  |  |  | Decide on how monies will be administered, reconciled and paid over to accountant. (both for best dressed and sales of snacks etc). | **?** | **?** | **?** |
|  |  |  | Who will clean up after the event? | **?** | **?** | **?** |
|  |  |  | Who will report back to Alumni Relations after the event? | **?** | **?** | **?** |
| Dress Up Night 1 | R 1 00.00 |  |  | **?** | **?** | **?** |
| Dress Up Night 1 | R 1 00.00 |  |  |  |  |  |
| Dress Up Night 1 | R 1 00.00 |  |  | **?** | **?** | **?** |
|  | **R 4 000.00** |  |  | **?** | **?** | **?** |