**Project Leader: ???**

**Strategy:**

Hold a Charity Ball and number combine it with some of the ideas (winner gets a prize for best dressed, best dance etc.) Do you have a theme? Can this theme coincide with a date on the existing RU Calendar or celebrated public holiday? Secure permission to use a venue that is suitable for this event. If you have a competition as well, will you charge extra entry or add entry fees to ticket prices?

Ensure that entrance fees are sold at reasonable prices and that prizes are worth their entry fees. How many people attending and what will you charge them per entry?

Serving refreshments? Who will make them, how will you package them? How much will you charge per plate, beverage etc? You could add this to the entry fee and ask more to attend with free food, drink etc? What can you serve for R??? entry fee?

How long will this event take? Can you run the competitions (best/worst/funny dressed) during the dancing and when will you award the prizes?

Who will be interested in participating in this event? 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 assist with each game?

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 for equipment, and refreshments beforehand?

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 |
| Charity Ball | R 2 000.00 |  | Secure the date, time and venue. | **?** | **?** | **?** |
|  |  |  | Obtain Item(s) / equipment needed to run your competition (s). | **?** | **?** | **?** |
|  |  |  | List target audience. Which staff / students might be interested in participating? | **?** | **?** | **?** |
|  |  |  | Secure your helpers / judges for competition. | **?** | **?** | **?** |
|  |  |  | 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. (for tickets, competition entries and sales of refreshments etc). | **?** | **?** | **?** |
|  |  |  | Who will clean up after the event? | **?** | **?** | **?** |
|  |  |  | Who will report back to Alumni Relations after the event? | **?** | **?** | **?** |
|  | **R 2 000.00** |  |  | **?** | **?** | **?** |