**Project Leader: ???**

**Strategy:**

Fill a jar with jellybeans (Purple Smarties or Rhodent Key Rings. R5 coins etc) and have people pay to guess how many there are in the container.

Have participants guess how many are in the container. Charge them ??? for each guess-timate.

The container might be displayed in a central place so the entire community can participate in the guessing.

You can award prizes to those who guess closest to the actual number of items in the container.  Also see Coins for Give5 idea!

**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:**

When / Where will this be held?

Who will make your container and what have you decided to fill it with?

Where will you display this container?

How many prizes will you need and who will provide them?

Who are your helpers and volunteers?

Do you have someone to rule who the winners are?

Do you have the equipment (to make the container) and items to put into the container?

Will you serve / sell refreshments?

Who will make them and how will you serve them?

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

Do you have the budget or product beforehand?

Do you have payment sheets and score cards? Who will make them?

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? What will you do with the items once you’ve used them? Can you use them again? Have you submitted this report to the Alumni Relations officer?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Strategy | Fundraising Goal | Target Audience | Task Description | Person Responsible | Due Date? | Cost |
| Guest-amation 1 | R 500.00 |  | Secure the date, time and venue. | **?** | **?** | **?** |
|  |  |  | Obtain Item (s) to put in the container. | **?** | **?** | **?** |
|  |  |  | Secure your prizes for closest guesses. |  |  |  |
|  |  |  | List target audience. Who will really like to win your prizes? | **?** | **?** | **?** |
|  |  |  | Secure your ruler for the winners. | **?** | **?** | **?** |
|  |  |  | 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 auction and sales of refreshments etc). | **?** | **?** | **?** |
|  |  |  | What will you do with the container and the items therein after the event? |  |  |  |
|  |  |  | Who will clean up after the event? | **?** | **?** | **?** |
|  |  |  | Who will report back to Alumni Relations after the event? | **?** | **?** | **?** |
| Guest-amation 2 | R 500.00 |  |  | **?** | **?** | **?** |
| Guest-amation 3 | R 500.00 |  |  | **?** | **?** | **?** |
|  | **R 1 500.00** |  |  | **?** | **?** | **?** |