

# SO YOU'RE GOING TO ORGANISE AN EVENT?

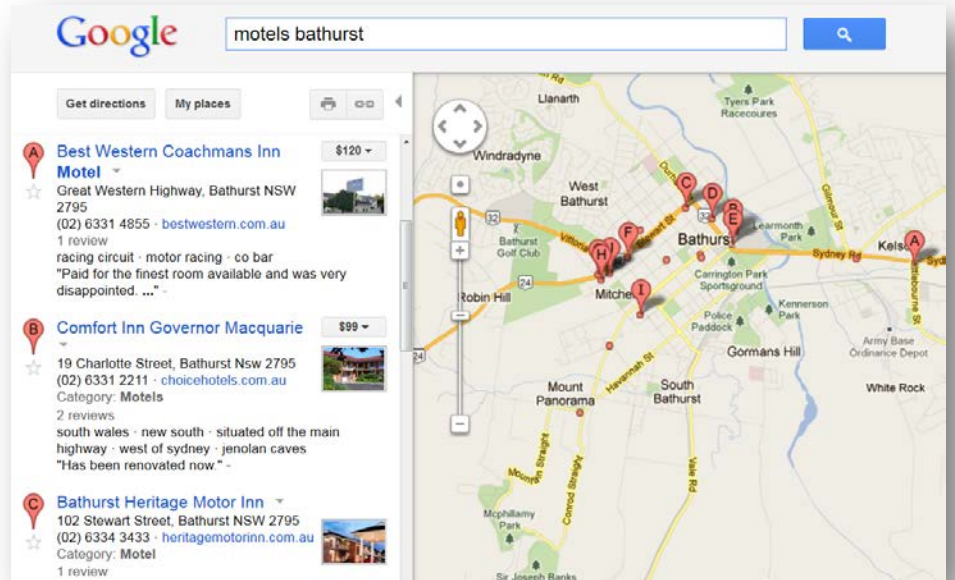
This document may be of help.

It's a basic checklist that should be applicable to most things that you would be likely to volunteer to organise.

In all cases, and when in doubt, apply liberal doses of common sense!

## VENUE SELECTION

1. Have a clear idea of the number of people you are likely to attract to your event ... i.e. between 25 and 50 for most of our events like Wednesday runs and weekend's away.
2. Identify the venue and make sure that it can handle these numbers. Things to check are how long they take to serve meals and whether there is secure car parking, aircon, clean toilets, etc.
3. Check them out on the internet. See if people have had problems there. If you search on Google there are reviews against many of the listings. Another excellent source of advice is [Trip Advisor](#).
4. Ask for references. What were the last three large groups they catered for?
5. Negotiate a price based on these numbers. Make sure that the venue confirms the price in writing - i.e. via email. Include in your negotiation items such as free parking, free corkage, complimentary bread, drinks, starters, breakfast, etc. Alternate drop menus are good because there is no wastage for the venue, the pricing is better, and they know what they are going to be serving so we don't wait for hours to be served.
6. Deposits are OK - because they better secure the venue. Discuss any finance issues with the treasurer.
7. Individual bills are best - one thing less for you to manage. If they won't split the bill you'll need to remind people to bring cash.
8. Get a clear understanding on the date by which you need to confirm final numbers. Make sure that the RSVP date and time on your flyer contains this information.



## DRIVE THE ROUTE FIRST

1. If you can make the time, it pays dividends to do a complete 'recce' before the event. This means driving the intended route to the venue and checking out the catering arrangements by eating there.

## PUBLICISE THE EVENT AT A CLUB MEETING

1. Think about all the things that are going to make your event the best there is!
2. Make some notes before the meeting and talk to them ... that helps to ensure you get all the plus points of the event over clearly to the membership... and ensures you don't waffle.
3. Ask for a show of hands and make a note of the people who say they are going to attend.

## CREATE THE FLYER

1. Use the [Flyer](#) template. This is a MS Office PowerPoint document. If you do not have this software on your computer you can use any other software that can create a PDF document. Simply copy the format of the examples.
2. Make sure you have the following information in the flyer:
  - Name of your event i.e. 'Wednesday Run to Bathurst'
  - Date of the event
  - Where will you meet

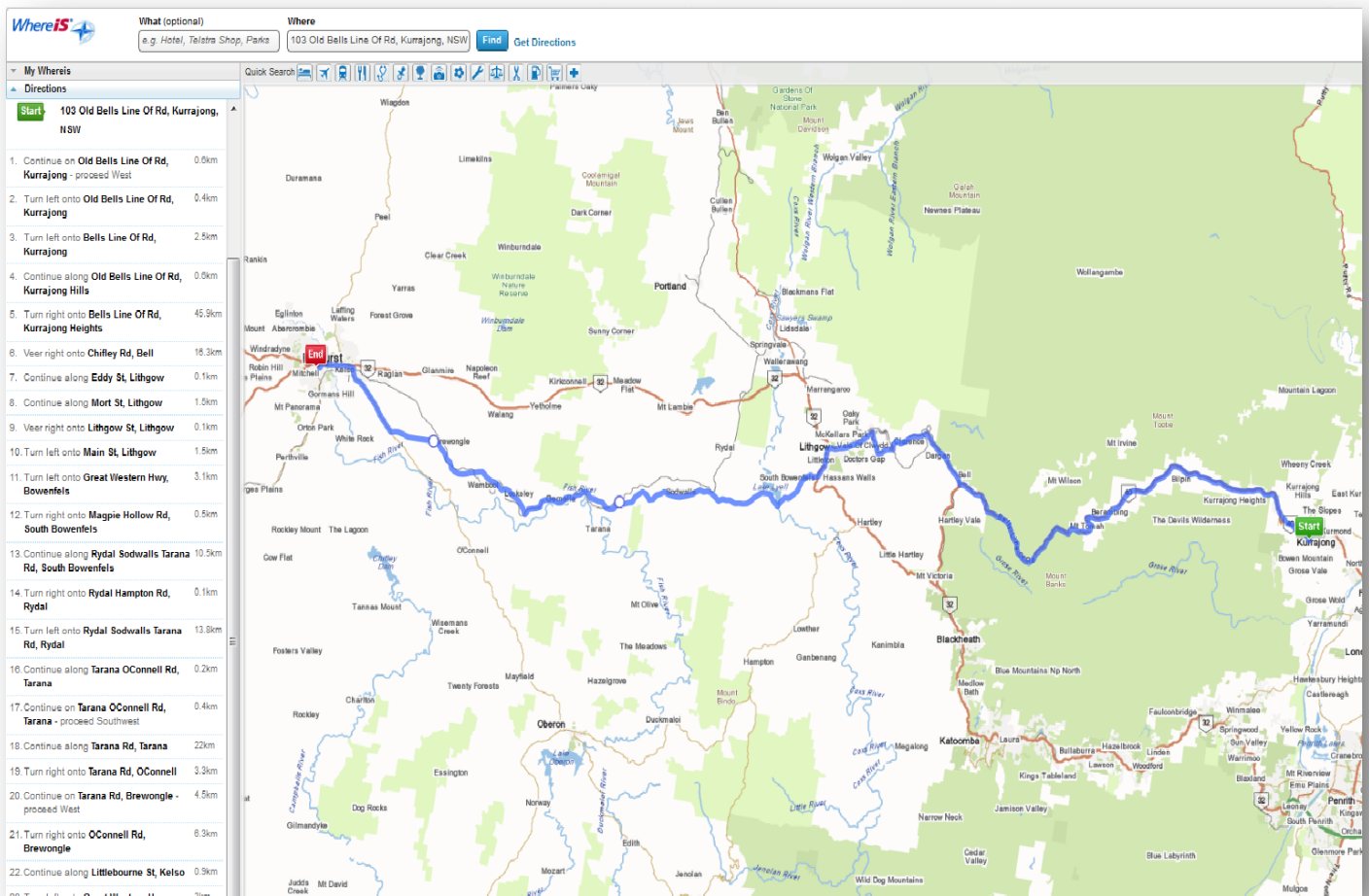
- Route to get to the venue
  - What will it cost
  - When do you need the money?
  - When do people need to RSVP by?
  - Your contact details incl phone and email
3. Include lots of photos. If you don't have any just search on Google and select 'Images'. They save a thousand words and make your event more attractive.
  4. Save the PowerPoint file. This is your 'master'.
  5. 'Save As' an Adobe PDF file. This is the file you send to people.

### SEND THE FLYER TO THE MEMBERSHIP

1. Email the flyer to the [Social Director](#) for distribution

### KEEP A LIST OF THE RSVP'S

1. Either print out the [Social Event Report Form](#) and enter the people who are coming, or
2. Download the [Social Event Spreadsheet](#) and list the people



### CREATE DIRECTIONS FOR TRAVEL TO YOUR VENUE

1. The [Whereis](#) website is really good for creating accurate travel directions as is [Google Maps](#). Both work in a similar way. These directions are for Whereis.
2. Select 'Get Directions'. It's at the top of the page beside the blue Find button. Put in your starting place and the finish. You can blow up the map & move the Start marker to select the actual point you want to start from. Ditto for Finish.
3. You can drag the blue line to a different 'via point' to ensure the route goes where you want it to. In the example below we started at Kurrajong and ended in Bathurst. Two via points are used. One to go to Tarana for coffee in the pub and the second at Brewongle to take this scenic route, as opposed to the Great Western Highway. These Via Points are the two white dots on the map example above.

4. Once you have the route you want on the [Whereis](#) site hit the 'PrintScreen' button on your keyboard and this will load the image on your screen into the Clipboard on your computer. Open a simple image editing program such as Paint and CTR + V to paste the image into Paint. You can then select the items you want and cut and paste them separately into your directions document.
5. Consider where there are toilets along the route. There is an excellent iPhone app. There is also a national online database here: <http://www.toiletmap.gov.au/>
6. Check out the samples of event directions on the web site.

#### **SEND THE DIRECTIONS TO THOSE WHO ARE COMING**

1. Email the directions in PDF format. Best to do this a few days before the event with a clear direction to 'Print these out and bring them with you'.
2. Make it clear that people are responsible for their own navigation. It's very difficult to run a convoy safely on public roads and best avoided. Also most people prefer to run at their own pace.
3. Use a coffee stop to re-group. Make sure that clean toilets are available here.
4. Make sure to put your mobile phone on the directions so people can call you if they are running late, have car problems, etc.

#### **TOP GEAR REPORTER**

1. Give a copy of the Social Event Report to the person who you 'volunteer' to write the report for Top Gear.

#### **TRIAL & GUEST MEMBERSHIP**

1. If you are accepting non-members at your event, you will need to print out a copy of the [Trial Membership](#) form and have all non-members complete the form. After the event please send the form to the [Secretary](#). This ensures we are covered for C AMS insurance.

#### **RUNNING THE EVENT**

1. Get up early and check there are no major incidents on the route: <http://livetraffic.rta.nsw.gov.au/desktop.html#mapview>
2. If there are consider how you are going to deal with them. For example you may need to phone your venue and say that you could be running late.
3. Get to the meeting place a bit early.
4. Decide who is going to lead and who is going to be the sweep. Both lead and sweep should be in mobile phone contact.
5. Have a brief meeting before the off. Point out who will lead and who will sweep. Give out mobile phone numbers. Explain where we are going to stop to re-group. Give an overview of road conditions based on your recce.
6. Try to avoid convoys. It's much better to encourage people to make their own way at their own speed using the directions supplied by you. Feel free to point out alternative routes. For example you could say "we're going this way because it's a more interesting route, but this is an alternative that is shorter and doesn't have as many corners".
7. The lead should run at a pace that is on or close to the speed limits. Remember people at the end of the line will have to travel faster than you to arrive in the same length of time. Be aware also of the implications of being accused of 'street racing'. Members cars could be confiscated.
8. The sweep should stop for any vehicle that has 'failed to proceed' and agree a course of action. This could be call the NRMA, give the member a lift (if there is room in the car), or phone somebody else who can help.
9. Make sure that someone takes photographs. If there a few send them also to the [Webmaster](#) for the Gallery Section of the web site or ask for a [SmugMug](#) upload link.

#### **AFTER THE EVENT**

1. Send the Social Event Report to the [Pointscore Keeper](#), as shown on the form.
2. Let the Editor know who is the appointed Top Gear Reporter.

Hope this helps ... any comments to the [Webmaster](#).