

ORGANISING A PROJECT

Rotaractors are always involved in organizing projects that are aimed at the benefit of the community or Rotaractors or both. While organizing the project, the Rotaractors have always aimed at doing the project with zero or minimal errors. Great care is put into organizing function in the best possible manner. On this note, tips on organizing a Rotaract project are provided to enable us to enhance the quality of our valuable projects. These tips may also be useful for organizing district, group and club events.

The tips are structured in a manner advising you things to be done from the cradle of the project to its grave. It can be broadly divided into six stages namely

- On the Conception of the Project
- On the Fortnight before the Project
- One Week Before the project
- One day before the project
- On the project day
- One day after the project

The things to be done and areas Where care is necessary are listed for all these stages. If these guidelines are taken seriously and implemented with attention, the quality of the project and satisfaction behind the project can enhance to a great level.

ON CONCEPTION OF PROJECT

- Get the confidence of the board members and members for the project
- Decide who is going to be the Chairman of the Project.
- Decide on the Working Committee like Secretary, Conveners and Volunteers, Bring everyone together and decide the following
- What do you want to happen at your event?
- When do you want to have your event: Are there any other events that will conflict?
- Where are you going to hold your event? Consider seating, parking, transportation, stage and accessibility for all types of people.
- How much money do you need? How can you get the required funds?
- Whom do you want to attend?
- How many people can you accommodate?
- How long is your event going to last?\

- Who is going to be on what committee? Committees usually include such groups as
- Publicity, Decoration, Refreshments, Printing, Finance, Hospitality and On-Stage, Off Stage Committees. Establish committee members and heads with the time, energy, and commitment to do the work.

On the Fortnight before the Project

The Exhibitors and Information Committee should send out letters of invitation to groups they would like to have as exhibitors. Include the purpose, date, time, place, how it's going to benefit the exhibitors, and sign-up requirements.

8 to 12 Days Ahead - Chairperson's Checklist

- Recruit an honorary chair to help publicize and draw people to your event. Local celebrities or TV and radio station personalities are good choices.
- Meet with committee heads regularly, offer help when needed, and monitor progress with tasks.
- Identify potential partners and local celebrities with help from the honorary chair.

Invitations.& hospitality Committee Check list

- Decide whether you are going to use flyers, signs, or other notices; work with the Publicity Committee. Post fliers 4 to 6 weeks before the event.
- Invite local celebrities
- Estimate how many people will be attending and tell the Food Committee.
- Ensure you have adequate parking, handicapped access, restrooms, and a secure place for coats (don't forget hangers).
- Have on hand a first aid kit, fire extinguisher, a cellular phone (or access to phone), and emergency phone numbers.
- Make name tags and site maps for all workers and exhibitors.
- Let the Decorations Committee know how many tables are needed for registrations
- Recruit Volunteer greeters and runners for last-minute needs. Designate greeters to accompany celebrity guests.

Awards & Prizes Committee Checklist

- Decide criteria for awards and recruit judges. Arrange for the Honorary Co-Chair or other community leader to present the awards.

- Select and order McGruff Licensed Products or ask businesses to donate awards and door prizes. Entertainment & Publicity Committee Checklist.
- Plan activities and entertainment. Arrange for stage, sound, and audio visual equipment as required.
- Reproduce educational "take one" brochures and bookmarks.
- Develop a media contacts list. Call radio and television stations and newspapers to introduce yourself and the event.
- Prepare a press release to send out one week before the event. Put together an information kit for the media that includes a press release, fliers, book marks and brochures, list of sponsors and participating celebrities.
- Recruit a volunteer photographer to take pictures at the event.
- Be available on the day of the event to meet and greet press representatives and answer questions.

Exhibits & Information Committee Checklist

- Follow up on invitations to exhibitors and verify who will come. Send confirmation letters.
- Estimate the total number of exhibitors and determine space/ table requirements. Be sure to include a display for "take one" brochures and product give-away! Plan on the Decorations Committee know how many tables and chairs you will need and work with them on a layout.
- Recruit volunteers to help exhibitors set up, load, and unload materials.

Food & Decorations Committee Checklist

- Decide what decorations you will have and where they go.
- Map where exhibits, food, entertainment, registration, etc. will be set up. Pay attention to the location of electrical outlets
- Make promotional signs, directional signs, and posters.
- Decide if you are going to serve refreshments. If you don't want to provide refreshments, If you could invite local restaurants to sell food.
- Arrange for all required tables, chairs, napkins, cups, plates, and utensils for food hospitality, exhibitors, and awards.
- Recruit volunteers for pre-event set-up and post-event clean up.

1 Week Ahead

- Send press releases out to radio, television, and print media. Call key press contacts to confirm Coverage.
- Purchase non-perishable food and utensils, etc.
- Confirm all deliveries and pick-ups.

1 Day ahead:

- Pick up orders and arrange deliveries as appropriate.
- Test audio visual and sound equipment.
- Set up tables and decorate it possible.
- Purchase all perishable food items and/or ensure that all food is prepared.
- Do a final review to make sure all checklist items are completed.

The Big Day!

- Install or complete decorations. Set up tables, stage & audio- visual equipment
- Ensure that first aid kit, fire extinguishers, phone, and emergency phone numbers are readily accessible, but out of the way.
- Ensure that volunteer greeters, helpers, and runners are on site, briefed, and ready to go.
- Assemble all the materials for activities.
- Relax and have a great event.
- Don't forget to thank all donors, workers, partners, and celebrities at the event.

After the Event:

- Return all borrowed equipment and supplies.
- Send thank-you notes to all who worked so hard to make it a success.
- Make notes for next year's event. Jot down suggestions of things to do differently and things that went well.
- Meet with your committee chairpersons for a post-event evaluation Clean-up the venue.
- Send your regards for the press that had given adequate coverage
- Circulate the photographs/ video materials to beneficiaries to the Guests and other invitees.