



## Assignment – Event Team Roles

Student Name & Nr:

Event concept	Venue	Date	Event aspects
<b>A night in Vegas</b>	<b>Goedgeleven Durbanville</b>	<b>Friday, 5 Nov</b>	<ul style="list-style-type: none"> <li>• The event must be presented as an <b>evening event</b> consisting of 6 hours maximum and may only have ONE main activity.</li> <li>• Guests attending the event are limited to <b>100 pax</b> (according to venue capacity and COVID limitations)</li> <li>• The event must be possible regardless of weather conditions – <b>no outdoor events.</b></li> </ul> <p>The event must have an <b>MC</b> and <b>Guest Speaker and/or Entertainment</b></p> <ul style="list-style-type: none"> <li>• Aspects to consider:               <ul style="list-style-type: none"> <li>○ Main Activity</li> <li>○ Theme</li> <li>○ Target Market</li> <li>○ Ticket price and selling of tickets</li> <li>○ Food &amp; Beverages</li> <li>○ MC</li> <li>○ Entertainment &amp; Music</li> <li>○ Decor &amp; Lighting</li> <li>○ Staffing &amp; Volunteers</li> <li>○ Fundraising before and on the day of the event</li> </ul> </li> </ul>



Role	Votes	Responsibilities
<b>Chairperson</b>	<b>Courtney</b>	<p><b>Oversight of all activities</b></p> <p>Managing of the event sequence &amp; schedule to ensure team is on track with planning of the event</p> <p>Chairing meetings and mediating conversations</p> <p>Keeping team motivated</p>
<b>Secretary</b>	<b>Mia</b>	<p><b>Set up and distribute Agendas and Minutes for all meetings held</b></p> <p><b>Assists with Logistics / Operations</b> activities</p>
<b>Treasurer</b>	<b>Riana</b>	<p><b>Set up and manage event budget</b></p> <p>Manage ticket sales(income) &amp; payments(expenses)</p> <p><b>Assists with Fundraising &amp; Sponsorship</b> activities</p>
<b>Marketing &amp; Media</b>	<b>Lehana Amber</b>	<p><b>Manage design of marketing material</b></p> <p><b>Manage Facebook &amp; Instagram page and posts</b></p> <p>Manage other advertising via newspapers, radio, website listings</p>



<b>Fundraising &amp; Sponsorship</b>	<b>Robyn</b> <b>Matthew</b> <b>Danika</b> <b>Bronvin</b>	<p><b>Coordinate fundraising initiatives</b> before the event</p> <p><b>Manage sponsorships</b> for the event (determine what sponsors we need, motivate students to find sponsors, set up sponsorship list, compile sponsorship slideshow, compile Sponsors / Speakers gift bags)</p> <p>Ensure sponsors / speakers video is posted pre &amp; post event (Marketing &amp; Media team)</p> <p><b>Coordinate fundraising initiatives</b> on the day of the event</p>
<b>Logistics</b>	<b>Alex</b> <b>Paige</b>	<p><b>Manage and coordinate Event logistics:</b>  Audio &amp; Visuals, Staging &amp; Lighting, Entertainment (MC, Guest Speakers, Performers)</p> <p><b>Manage service providers during executing of event</b> (MC, Guest Speakers, Performers, DJ, Audio&amp;Visual Technicians)</p> <p>Compiling and packing of <b>guest gift bags</b>.</p>
<b>Operations</b>	<b>Thain</b> <b>Ruan</b>	<p><b>Manage and coordinate Venue logistics:</b>  Venue, Theme &amp; Decor, Food &amp; Beverage</p> <p><b>Set up Programme, Floorplan, Event order</b></p> <p><b>Manage operational service providers during executing of event</b> (Venue, Caterer, Food &amp; Beverage vendors)</p> <p>Manage <b>Staffing / Volunteers during event</b></p> <p>Compiling and packing of <b>staff/volunteers gift bags</b>.</p>