



event **planning** playbook

WELCOME!

THE ANNUAL

BEEFSTEAK

Dinner

ST FRANCIS COMMUNITY
CENTER GYM

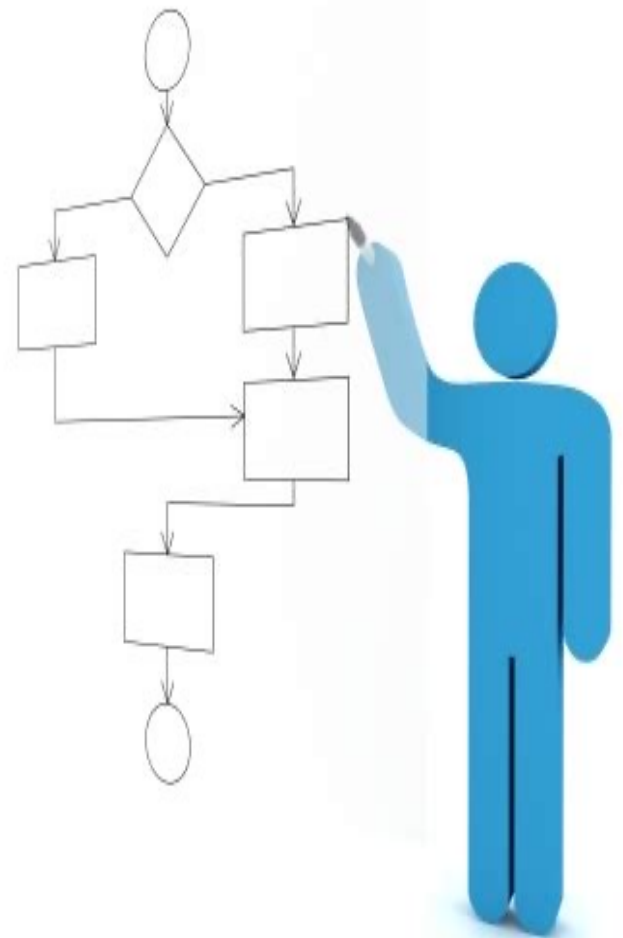


PROCESS FLOW FOR EVENT

1. Sign In.
2. OPENING | WELCOME
 - A) Thank you for coming.
 - B) Purpose of the event.
 - C) Introductions.
 - D) Payoff of your support.
 - E) Process we will follow.
 - F) Announcements.

[Quick Drawing to Kick Off Event]

3. Mingling and Entertainment
4. Game 1: Bingo
5. Dinner
6. Game 2: Bingo
7. Dessert
8. Raffles
 - A. Silver - entry valued prizes.
 - B. Gold - higher valued prizes.
 - C. Platinum - cash grand prize.
9. CLOSING | ADJOURN.





ATTENTION PLEASE!



At these phases of the event the audience should be quieted so they can hear announcements being made by the presenter.

A bell or clinking of glasses can be used.



Everyone has made it to
their table

Quick Drawing
To Kick Off
Event !





SECTION 2

OPENING | WELCOME!

(*continued*)

E. PROCESS

Describe the process of the flow and timing of activities so expectations can be set:

Mingling and Entertainment

GAME 1 - Bingo

Dinner

GAME 2 - Bingo

Dessert

Raffle - Silver

Raffle - Gold

Raffle - Platinum (Grand cash prize)

Adjourn.

Mention - there will be a FEW SURPRISES THROWN IN ALONG THE WAY.

F. ANNOUNCEMENTS.

Presenter will make any special announcements for future events.





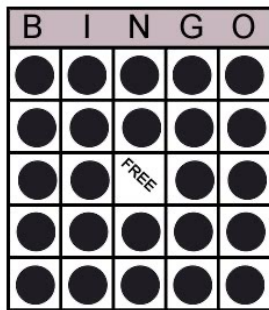
SECTION 3

MINGLING and ENTERTAINMENT

Attendees will mingle and listen to the music and show presented by the entertainer.

Encourage attendees to spend time with old friends as well as get to know each other and form new friendships and bonds with neighbors and friends.





SECTIONS 4 and 6

GAMES 1 and 2 - Bingo



Facilitator announces the following:

- Rules of the Game
- Don't forget to save your card in case we play later.



THE ANNUAL BEEFSTEAK Dinner



SECTION 5 DINNER



- Don't forget to tip your server.
- Enjoy table decorations but please do not remove.
- Blessing by priest.



Use a jar or some other visible item that can't be easily thrown away by mistake during clean up.



THE ANNUAL
BEEFSTEAK
Dinner



SECTION 7

DESSERT



REMINDERS:

- Don't forget to tip your server.
- Enjoy table decorations but please do not remove.





SECTION 8 RAFFLES

Facilitator announces the following:



- Rules of the Game
- Please raise hand when number is called and come up right away.
- If no one comes up we will place drawn ticket by prize and come back to it later in "last call."
- If original ticket owner does not come up another ticket will be drawn.



RULES AND NOTES

Games and Raffles



BINGO: RULES AND NOTES

- When letter and number is called sit down.
- Last person standing is WINNER!
- Cards are on table.
- Don't throw card away.



Silver: entry level prizes.
Gold: higher valued prizes.
Platinum: Jackpot cash drawing.

RAFFLE: RULES AND NOTES

- Ticket No. called.
- Raise hand if number is called.
- If no one comes up we will place ticket by item.
- Unclaimed gifts will be called again for "last call" later.
- If original no does not claim prize another no will be called.



CHAIR RIBBON: RULES AND NOTES

- Piece of ribbon will be tied to bottom of chair.
- Chair with ribbon is WINNER!



CLOSING

Thank You For
Coming

