Project Management Guide (PMG)

Kent Junior Chamber of Commerce

Todays Date:

## Project Name:      Year Started:

Area of Opportunity: [ ]  Community [ ]  Management [ ]  Individual Development [ ]  Other

**Event Chair(s):**       **Supervising Vice President:**

**Phone Number:**       **Phone Number:**

**Email Address:**       **Email Address:**

Committee Members & Community Partners:

*Name and/or Organization* *Phone Number and/or Email Address*

*Name and/or Organization Phone Number and/or Email Address*

*Name and/or Organization Phone Number and/or Email Address*

*Name and/or Organization Phone Number and/or Email Address*

*Name and/or Organization Phone Number and/or Email Address*

## EVENT PLANNING

**Primary Purpose & Goals:**

* What is the primary purpose of this project, and how does this project align with the Jaycee Mission, to provide development opportunities to create positive change”?

* List specific and measurable goals to be accomplished by this project. *(IE: Involve 25 Jaycees. Recruit 2 new members Raise $2,000 for X charity. Etc.)*
	+ Goal 1:
	+ Goal 2:
	+ Goal 3:
* How will this project benefit the individual member, the chapter, and the community?
	+ Individual Member:
	+ Chapter:
	+ Community:
* Prior to planning your event, it’s a good idea to meet with previous Event Chairs. What feedback did you receive from previous Event Chairs?

**Event Information:**

* Date:
* Time:
* Location:
* Beneficiary (and amount):
* Money Raised:
* Projected Number of Attendees:
	+ Ticket cost per attendee:
	+ Tickets purchased online, or day of event?
* Projected Number of Volunteers Needed:

**Community Partners:**

* What assistance will you need from Community Partners (IE: City of Kent, Main Street Kent) for items such as liquor and/or food permits, road closures, assistance from the police, assistance finding volunteers, etc.?

**Event Marketing:**

* How will you market this event to the community, and when should marketing occur?

* What information needs to be updated on the Kent Jaycee’s or the event’s website? What information needs to be sent via the Kent Jaycee social media channels?

**Event logistics (don’t Forget about):**

[ ]  Trash & Dumpster
 [ ]  Recycling
 [ ]  Water
 [ ]  Perimeter flags
 [ ]  Tents
 [ ]  Stage & Sound Equipment
 [ ]  Tables, chairs
 [ ]  Restrooms
 [ ]  Hand washing Stations
 [ ]  Fire Extinguishers
 [ ]  First Aid Kit
 [ ]  City and/or liquor control permit

**event supplies:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Quantity** | **Donated/Own/Purchased** | **Cost** | **Person Responsible** |
|  |  |  | **$** |  |
|  |  |  | **$** |  |
|  |  |  | **$** |  |
|  |  |  | **$** |  |
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|  |  |  | **$** |  |
|  |  |  | **$** |  |
|  |  |  | **$** |  |

To receive reimbursement for purchases, members must provide receipts and include their name, date of purchase, and event. Receipts are collected by the Event Chair, and given to the Treasurer for processing and reimbursement.

**day of event timeline:**

* Provide your event timeline. Don’t forget to include:
	+ Setup and teardown
	+ Volunteer arrival and briefing

## event financials

**Event Sponsors:**

* *Sponsor name, Point of contact, Amount of sponsorship, What do they receive in return?*
* *Sponsor name, Point of contact, Amount of sponsorship, What do they receive in return?*
* *Sponsor name, Point of contact, Amount of sponsorship, What do they receive in return?*

|  |
| --- |
| INCOME  |
|  | **Projected** | **Actual** | **Comments** |
| **Appropriation from Chapter** | **$** | **$** |       |
| *Other source of income (IE ticket sales)* | **$** | **$** |       |
| *Other source of income (IE sponsors)* | **$** | **$** |       |
| *Other source of income (IE sponsors)* | **$** | **$** |       |
| *Other source of income (IE sponsors)* | **$** | **$** |       |
| *Other source of income (IE sponsors)* | **$** | **$** |       |
| *Other source of income (IE sponsors)* | **$** | **$** |       |
| **FINAL INCOME** | **$** | **$** |  |
| EXPENSES  |
|  | **Projected** | **Actual** | **Comments** |
| **Return of Appropriation to Chapter** | **$** | **$** |       |
| **Payout to Beneficiary**  | **$** | **$** |       |
| *Other source of expense (IE marketing)*  | **$** | **$** |       |
| *Other source of expense (IE venue)*  | **$** | **$** |       |
| *Other source of expense (IE signage)*  | **$** | **$** |       |
| *Other source of expense (IE catering)*  | **$** | **$** |       |
| *Other source of expense (IE entertainment)* | **$** | **$** |       |
| *Other source of expense (IE photographer)*  | **$** | **$** |       |
| *Other source of expense (IE insurance)*  | **$** | **$** |       |
| *Other source of expense (IE trash/restrooms)*  | **$** | **$** |       |
| *Other source of expense*  | **$** | **$** |       |
| *Other source of expense*  | **$** | **$** |       |
| *Other source of expense*  | **$** | **$** |       |
| *Other source of expense*  | **$** | **$** |       |
| *Other source of expense*  | **$** | **$** |       |
| **FINAL EXPENSES** | **$** | **$** |  |

**Notes:**

**final profit/loss:**

## Event implementation

You made it! Today is going to be great. Remember- you and your volunteers are here to have a great time while giving back to the community. Don’t let your stress bring down the team and remember to breathe. YOU’VE GOT THIS.

**Some helpful feedback from past event chairs include:**

* Volunteers:
	+ **Hold a volunteer briefing before the event**. This can happen the day of, but try to have all volunteers attend a meeting where they can swap contact information in case of emergency, receive a site plan, review the event’s schedule, understand emergency protocol and what there schedule/role is for the day.
	+ **Provide volunteer breaks**- try to schedule these in advance, and have a designated volunteer who relieves others throughout the day.
	+ Create a **volunteer roster with cell phone** and share prior to the event. When Andrew leaves to go get ice and you also remembered you needed him to get Band-Aids, you will want to call him.
	+ Some events run well with specific volunteer positions, and some volunteers work well with volunteer job descriptions **outlining their responsibilities** throughout the day.
		- Specific volunteer roles include a First Aid/CPR designee, Fixer (who people should find if there is an issue), Registration manager (responsible for the check in process/area), Vendor manager (responsible for checking in with the Vendors and handling issues), Venue manager (responsible for trash, flags, signage).
* **Take photos!** These will be used in future marketing campaigns.
* Try to keep an event **attendance record**- you can do so by counting tickets purchased, number of wristbands given…
* How will you **recruit potential Jaycee** members during your event?
* **Document “day of” problems** - this will be beneficial for future chairs to know, and help with your event evaluation.

**Notes:**

## Event Evaluation

**date of wrap up meeting:**

**Primary Purpose & Goals:**

* Did your project fulfill its primary purpose, taken from the “Event Planning” section?

* Did your project meet its goals? State the result, in measurable numbers when possible. *(IE: Goal was to recruit 2 ne members, and you recruited 3 – 150% success)*
	+ Goal 1:
	+ Goal 2:
	+ Goal 3:

**List recommendations and/or observations to capatilize on for future Event Chairs:**

* Sample Questions:
	+ What did your team do well?
	+ What went wrong, and what can we do next year to correct?
	+ Was the timeline appropriate?
	+ What should we stop/start/continue doing with this project?

**Will you be sending an event evaluation to attendees and/or vendors?** [ ]  Yes [ ]  No

* The Kent Jaycees have a Free Survey Monkey account, allowing you to send post event surveys.
	+ Username: Kentjaycees
	+ Password: Marvin963

**Please remember to send thank you notes to vendors, sponsors and donors.**

**Appendices: Attach documentation as appropriate (IE contracts, contacts, pictures, map of event). Please include location of event items (IE Marketing materials and physical supplies).**