

Official Title: Event Planner

Reports to: MVA President

Budget Responsibility: Monthly Luncheon

Position Description:

The Event Planner plans and executes all aspects of the monthly MVA luncheons, and provides assistance, when requested, to other MVA member events.

The Event Planner will:

Determine theme for each luncheon

- Provide the President the monthly theme so he can post it in the MVA newsletter
- Purchase decorations to support each theme
- Monthly decorations are stored at the MVA in the rear storeroom
- Examine the theme containers to determine the need to replace any damaged items
- Ensure an adequate number of table decorations (average luncheon ranges from 14 -18 tables
- Each luncheon theme should have a separate storage container, marked appropriately
- Amazon.com and Dollar Tree are good sources of theme decorations at reasonable prices
- Obtain printed receipts for all luncheon expenditures.
- Submit online expense report for all luncheon expenditures

Luncheon room setup

- In most cases, the room at the event facility is available for setup on the Tuesday afternoon before the luncheon date
- In those cases, transport all decorations – including photo booth backdrop and frame, table decorations, tickets and room decorations – to the hall for a 3 pm setup
- In the case where the room is not available on Tuesday afternoon, setup should start no later than 9:00 am on Wednesday morning
- Set enough tables to accommodate the number of attendees, assuming 6 to a table
- Have additional tables and chairs ready if the need arises
- Each table is assigned a number - #1 designating the guest table

Luncheon photos

- Print photos (4x6) of the previous month's luncheon (CVS or Walgreens)
- Print a sufficient number of each photo so each person in the photo can select one
- Obtain printed receipt for photo purchase
- Submit online expense report for photo purchase
- Display photos on side table inside entry door

Photo booth

- Photo booth is set up with 2 tables and four chairs
- Photographer shoots individual photos during the meeting when not shooting in the photo booth
- Set up the photo booth with the appropriate backdrop and all photo props
- Announce several times that the photo booth is open during the meeting

Luncheon AV setup

- Audio/Visual setup is handled by a hired professional.
- AV consists of 4 large speakers, an audio mixing board, two wireless mics, one over-the-ear mic, a video projector and a laptop computer, and all required cabling.
- AV setup must be complete and tested by no later than 10am on the morning of the luncheon.
- All AV cabling must be taped to the floor to avoid tripping

Managing Luncheon

- Recruit volunteers to staff the registration table, help with room setup and teardown, and help with distributing prizes
- Two tables and 3 chairs are placed in the entry hall outside the meeting room.
- The MVA Recording Secretary checks in all arriving members and guests according to the registration sheet
- The Recording Secretary hands out member badges to all new members
- Luncheon meeting begins at 11:30 am with a welcome; pledge of allegiance; recognition of guests; singing "Happy Birthday"; announcements; door prize drawing; 50/50 drawing; entertainment/information program
- The lunch buffet is scheduled to serve at 12:15 pm
- The call to lunch - members needing extra time are called first, then the guest table, then the other tables by random drawing

Door prizes

- Purchase 10 Publix (or similar) gift cards at \$10 each
- Obtain printed receipts for door prizes.

- Submit online expense report for door prizes
- Put each gift card in a separate envelope
- Volunteer hands out door prize ticket to each attendee and places half of each ticket into the door prize container to be drawn during the meeting
- At the appropriate time, bring the door prize ticket container to the podium
- Draw one ticket at a time and announce each winner
- Select a volunteer to hand out a door prize to each winner
- If no one responds to a winning number after three announcements, that ticket is discarded and another winning ticket chosen

50/50 Drawing

- Actually a misnomer, since MVA does not keep any part of the collected funds.
- 50/50 tickets are offered for sale at the registration desk. Tickets are \$1 each, 6 tickets for \$5, and 20 tickets for \$10.
- Two volunteers are required to be in place by 10 am to sell tickets
- 50/50 tickets must be a different color from door prize and drink tickets.
- The total money collected is divided into 6 equal parts and placed in 6 sealed envelopes.
- 50/50 tickets are brought to the podium
- Draw one ticket at a time and announce each winner
- Select a volunteer to hand out a door prize to each winner
- If no one responds to a winning number after three announcements, that ticket is discarded and another winning ticket chosen

Plan luncheon menu

- Two weeks prior call the current recording secretary for a count of attendees
- Two weeks prior to the event, phone the event hall with the number of attendees (preliminary); finalize the luncheon menu (3 entrees, veggie, salad, starch and desert); select colors of table cloths (black or white) and napkins (black, white, red)
- One week prior to the event, update event hall on number of attendees; request an email blast reminder
- On the Monday prior to the event, request an email blast reminder

Tickets

- The event planner will sit inside the luncheon room and welcome each member to the luncheon and give each attendee one red ticket for door prize drawing and one drink ticket
- The drink ticket is a different color and each member receives ONE drink ticket which is good for beer, wine or soda only

- Once the luncheon meeting begins (11:30 am) bring the red tickets to the podium
- The event planner will assist with the door prize tickets as well as the blue 50/50 drawings

Tear down and closeout

- At approximately 1:30 pm (or when most attendees have left the facility) teardown can begin
- Verify with Recording Secretary the actual number of attendees and provide that number to the event hall
- Provide this number to the event hall for final invoice
- Ensure that the invoice reflects the correct number of attendees, the correct luncheon price and a reasonable bar bill
- An additional gratuity can be added to the final invoice (normally \$100)
- Present the MVA debit card for payment and get a printed receipt
- Submit an online expense report within 24 hours
- Normally, the same volunteers who performed the setup will tear down
- All décor items will be placed back in the tote
- All remaining photos, tickets and other paraphernalia are gathered
- All AV equipment is torn down
- All MVA materials are returned to the storage area in the MVA office

General Information:

- MVA is currently holding our monthly luncheons at Banquet Masters located at 13355 49th St N (Suite A) Clearwater FL 33762.
- Contact person is Stephen Fisherkeller, General Manager @ 727-546-6258, email: banquetmasters@aol.com Current agreement is for luncheon meetings on the 3rd Wednesday of each month (except August). The price is \$15 per attendee and includes 3 entrees, veggie, salad, starch and desert. Final invoice includes the number of actual lunches along with the bar bill.
- Paul Krahmer is the current MVA staff photographer, pkrahmer@tampabay.rr.com
- Current volunteers include: Mary Refelt @ 727-492-7109, Shirley Bowers @ 727-580-1502, Shirley Murphy @ 727-215-2974, Teri Godfrey @ 727-666-2795 and Carol Bailey @ 727-282-0731
- The MVA office is located at 12467 62nd St. N. Suite 103 in the Oaklefe Center, Largo, Florida 33773. The office phone number is (727) 499-8271. General inquiries should be addressed to info@minnregs.com.
- Randy Kittle is the current AV crew, kynar@yahoo.com, (727) 519-3007