Final Event Plan Timeline

S.P.C.A. Big Dogs Bingo Night

“Helping to turn Little Dogs into Big Dogs”

March 31, 2010

Big Dogs Restaurant

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

Event Contacts:

Liz Harris, Co-Team Leader

757-615-7831

Molly Spraker, Co-Team Leader

804-615-1124

Jordan McBride, Event Planner

540-903-1931

Client Contacts:

Katie Register, SPCA Board Member

434-395-2602

Big Dogs Restaurant

434-391-3647

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| --- | --- | --- | --- |
| **Time** | **Job** | **People Responsible** | **Location** |
|   |   |   |   |
| 3:00 | Arrive at Big Dogs for set up | Team | Big Dogs Restaurant |
| 3:00-4:15 | Present Big Dogs' management with Gift to thank them for their participation | Team | Big Dogs Restaurant |
|   | Set up Bingo Equipment on table –bingo cards, bingo markers, number roller | Liz & Molly | Big Dogs Restaurant upstairs room |
|   | Hang decorations-balloons, streamers, posters on walls | Jordan & Rachel  | Big Dogs Restaurant |
|   | Place fliers on each table in restaurant with SPCA quick facts, brief description of event's cause, supplies needed, and contact info | Lindsey  | Big Dogs Restaurant |
|   | Dress main Bingo table with prizes | Rachel | Big Dogs Restaurant |
|   | Test karaoke equipment with assistance from Big Dogs Management | Bryan | Big Dogs Restaurant upstairs room |
|   | Explain karaoke equipment to team | Bryan | Big Dogs Restaurant |
| 4:15 | Eat a quick meal to energize ourselves, regroup, and recap Event plan and mission for event | Team | Big Dogs Restaurant |
| 4:45 | Disperse into first round stations as follows: | Team | Big Dogs Restaurant |
| 5:00-6:00 | Door greeters: Greet customers, accept supply donations, distribute fliers, accept pictures of participant’s dogs for Cutest Dog contest, and sell initial Bingo Cards | Bryan & Jordan | Big Dogs Front door |
|   | Bingo Callers: Call out Bingo numbers, hand out prizes to winning participants, make periodic announcements regarding signup sheet for volunteer hours (on Gift card table) | Liz & Molly | Big Dogs upstairs room |
|   | Customer Checkers: Check with customers to see if they would like to purchase more bingo cards, thank customers for participating, remind customers of volunteer sign up | Lindsey & Rachel | Big Dogs Restaurant |
| 6:00-7:00 | Door greeters: Greet customers, accept supply donations, distribute fliers, accept pictures of participant’s dogs for Cutest Dog contest, and sell initial Bingo Cards | Liz & Molly | Big Dogs front door |
|   | Bingo Callers: Call out Bingo numbers, hand out prizes to winning participants, make periodic announcements regarding signup sheet for volunteer hours (on Gift card table) | Lindsey & Rachel | Big Dogs upstairs room |
|   | Customer Checkers: Check with customers to see if they would like to purchase more bingo cards, thank customers for participating, remind customers of volunteer sign up | Bryan & Jordan | Big Dogs Restaurant |
| 6:20-Break for Quick Activities | Introduction of key note speaker, Katie Register | Molly | Big Dogs upstairs room |
| 6:30 | SPCA Board Member Katie Register speaks on behalf of Southside SPCA | Katie Register | Big Dogs upstairs room |
| 6:45 | Cutest Dog Contest-Thank customers for coming and participating in contest, vote by customer applause for each dog picture shown | Lindsey & Rachel | Big Dogs upstairs room |
| 7:00-8:00 | Door greeters: Greet customers, accept supply donations, distribute fliers and sell initial Bingo Cards | Lindsey & Rachel | Big Dogs Front door |
|   | Bingo Callers: Call out Bingo numbers, hand out prizes to winning participants, make periodic announcements regarding signup sheet for volunteer hours (on Gift card table) | Bryan & Jordan | Big Dogs upstairs room |
|   | Speech thanking participants, reminding customers of cause for event, speak on behalf of SPCA | Liz | Big Dogs upstairs room |
| 7:30 | Customer Checkers: Check with customers to see if they would like to purchase more bingo cards, thank customers for participating, remind customers of volunteer sign up | Liz & Molly | Big Dogs Restaurant |
| 8:00-9:00 | Door greeters: Greet customers, accept supply donations, distribute flier and sell initial Bingo Cards | Bryan & Jordan | Big Dogs Front door |
|   | Bingo Callers: Call out Bingo numbers, hand out prizes to winning participants, make periodic announcements regarding signup sheet for volunteer hours (on Gift card table) | Liz & Molly | Big Dogs upstairs room |
|   | Customer Checkers: Check with customers to see if they would like to purchase more bingo cards, thank customers for participating, remind customers of volunteer sign up | Lindsey & Rachel | Big Dogs Restaurant |
| 9:00-Clean Up | Remove posters, streamers from walls | Jordan | Big Dogs Restaurant |
|   | Clean up and organize all Bingo materials, including leftover gift cards | Bryan | Big Dogs Restaurant |
|   | Pop and clean up balloon debris (unless Big Dogs decides they would like to keep them) | Rachel | Big Dogs Restaurant |
|   | Collect money and put in safe, place in Molly's trunk to be delivered to SPCA next day | Molly | Big Dogs Restaurant |
|   | Collect donated supplies and place in tupperware containers, place in Molly's trunk to be delivered to SPCA next day | Liz  | Big Dogs Front door |
|   | Ensure that karaoke equipment is in original state | Bryan | Big Dogs upstairs room |
|  10:00 | Thank Big Dogs for their support! Depart restaurant | Team | Big Dogs Restaurant |