

HOW TO PLAN AN ELKS EVENT

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HOW TO BEGIN:

The Event chairperson should start organizing the Event **(3) THREE MONTHS** in advance. Get the instructional notebook from the storage cabinet in the boardroom, enlist a co-chairperson, committee, and meet with last year's chairperson, if available.

NECESSARY ELKS FORMS TO BE COMPLETED --ATTACHED

DATE, TIME & PLACE:

1) Before determining a date, time, place for the Event – Check the “Vancouver Lodge 823 Event Calendar” (Teamup Calendar), Snooze calendar, and community events for conflicts, such as Car Show, Holidays, Father's Day, PER Special Dinners/Breakfast for example.

a) Check with Exalted Ruler, Banquet Manager, Lounge Manager, Kitchen Chef, Elks Office and Emblem Club to make sure of no conflicts

1. Banquet Manager – 360-256-0823, banquets@elks823.com

2. Lounge Manager – 360-256-0823

3. Elks Secretary – 360-256-0823, lodge@elks823.com

4. Elks Kitchen Liaison Brian Cox (360) 356-6947 -

5. Emblem Club - President

6. Exalted Ruler

b) **When Date, Time and Place of event is established, Make sure you contact Gail (360) 762-0023 in Banquets and get your event on the Teamup Calendar right away!!**

Inform all the above people in writing so no misunderstanding on dates and time of your event.

BUDGET: Incoming and Outgoing Money

1) Budget needs to be prepared for presentation to the Board of Directors

a) Where to Start.

- i) Check with Elks Bookkeeper, Treasurer & Elks Secretary to inquire about available money in Budget and if any money in your Event account.
- ii) Check with Bookkeeper on your Events past accounting.
- iii) Determine, if possible, how this Event was funded, such as grants, floor sweeping, sponsors, ticket sales, raffle tickets, 50/50 raffle. Set up auction.
- iv) Determine the past expenditures from Bookkeeper. This will aid planning (budget) the event. Discuss with last year's Committee Chair Person on Income vs. Expenses.

b) How to Get Checks (Money) for necessary purchases.

- i) You will make your request for funds when you present your budget to the Board. If funds are granted you must complete an implement (YELLOW Form) to be signed by the Board. **The Board of Directors meets every other week. SO PLAN IN ADVANCE**
- ii) For answers to questions on process and/or status check with the following people: Office Secretary, Meagan Haller (360-256-0823), Treasurer -Ray Jara (360-901-9708) Exalted Ruler, Linda Boone (360-518-2077)

c) Donations.

- i) Cal Dahl may be helpful if you need donations. He is very success in getting donations from businesses for a raffle. If your event needs prizes, this is something that should to be investigated

KEEP RECEIPTS OF ALL EXPENSES, INCOME & DONATIONS

VOLUNTEERS:

IT IS THE RESPONSIBILITY OF THE CHAIRPERSON TO ENLIST VOLUNTEERS FOR THEIR EVENT.

- 1) A member list with numbers can be obtained for the purpose of enlisting volunteers from the Office.
- 2) Number of Volunteers needed.
- 3) Date(s) you need volunteers.
- 4) Time you need volunteer to start and their expected ending time.
- 5) Specific duties such as Setting up necessary tables, cooking food, serving food, bussing tables, acting as dishwashers. Decorations, Clean Up
- 6) Young Marines can be scheduled through Admin@LCYM.ORG
- 7) Sea Scouts – Ray Carlyle, (360) 521-6381
- 8) Girl Scouts
- 9) Engage new members for your event after initiations

Keep Activities Coordinator (TBA) and Officer Chair Posted

ADVERTISE YOUR EVENT:

1) Early advertisement is necessary (**Start 3 Months in advance**). Make this an event that people will want to attend.

a) PUBLIC RELATIONS.

i) **MUST CONTACT TRACI KEZAR FOR ALL ADVERTISEMENT OF YOUR EVENT.** She will work with your committee, but you are responsible to advertise your event.

ii) Traci Kezar-Public Relations Chair. pr@elks823.com 503-453-2720.

iii) Consider Posters in Lodge Lobby Entrance, Card advertisement to place on tables in Lounge, FYI in Columbia Newspaper. Flyers to Local businesses.

b) **SNOOZE NEWS.** Advertisement must be to Editor by 15th of Month for following month Snooze

i) Traci Kezar – Editor of the ELKS SNOOZE snooze@elks823.com
(1) 503-453-2720

c) VANCOUVER ELKS WEEKLY NEWS BLAST .

i) Blast Published on Wed. for following Thurs. Fri. Sat. Sunday events and Future Events

ii) Ralph Erickson – (Editor of Weekly News Blast) 360-852-2819
(1) Ralphe1308@gmail.com

d) AUDIO/VISUAL .

i) LODGE TV in Lounge & Sound, Video Lodge Room Microphones or Video – drop down screen (DVD) in Lodge Room – TV in Lounge for upcoming events

ii) Contact Traci Kezar 503-453-2720, pr@elks823.com

FOOD

1) Have Menu established 1 month prior to event.

Meal served – Dining and/or Lodge Room, Stag Bar or Outside BBQ

a) Estimate number of people attending.

- i) Dining Room: Seating with waitress service or Buffet, Table Cloths, Plates, Silverware, Table layout
- ii) BBQ -Outdoor meal –Cooks, Prepared food –such as lettuce, Chicken, Hamburgers, Drinks, etc. Canopy - 3 located down stairs. Picnic tables, other seating and tables.

b) Menu.

- i) Determine Menu, estimate cost of food to be ordered. Amount of food per person.
- ii) Check with **Kitchen Liaison Brian Cox (360) 356-6947** if any food will be prepared by the Elks Kitchen for your event'. Also must work with **TRUSTEES** if any food will be purchased for your event.

c) Pots, Pans, Dishes, Silverware, Glasses, Etc.

- i) Necessary items for a Meal.
- ii) Dishes, silverware, salt/pepper, pots/pans located in Kitchen
- iii) Downstairs in rooms referred to Don Wilson room have several different sizes of paper/plastic cups. Plastic forks, knives. Chicken Cage room– have paper plates, napkins, paper towels,

ENTERTAINMENT:

- a) Band- what kind of music do you want.
 - i) Check with Ruby @ Bar – She has list of Bands & Cost
- b) What is total Cost for the Band
- c) Contract for date, time and cost
- d) MUST have check for band in advance of Event. Work with Elks office to arrange any checks and/or money matters.
- e) Add Cost of band in price of ticket
- f) Other Types of Entertainment
 - i) Singers, Dance groups, etc.
 - ii) Free Entertainment
 - Schools
 - Non Profit Groups
 -

DECORATIONS:

- 1) Chair Colleen Wyatt (360) 624-1454.
 - a) What is Theme of your Event
 - b) See What is available in the Lodge for use
 - c) Decorate Walls, Ceiling, Tables

TICKETS:

- 1) The Elks Office needs an implement (Yellow Form) from Board to Print Tickets.
- 2) Once a price is determined for your event, Contact Office to have the tickets Printed. Lead time 6 to 8 weeks.
- 3) Check prior years for the number that attended your Event.
- 4) Make sure the tickets are correct (Name of Event, Date, Time, Place, Price per person). Have a sample made before giving the go ahead for final print.
- 5) The tickets must be numbered.
- 6) Have tickets ready for sale, at least (1) month before the Event.
- 7) Any money making, such as 50/50 sales. **MUST CONTACT** Patrick Mc Gary, if any event to raise money might be considered gambling (as the Elks have a State/City Gambling License that must be strictly adhered & enforced).
- 8) Sales request money bags from office and possible need for POS button on register.

COMPLETE EVENTS BOOK FOR FUTURE USE:

- ❖ **(deadline – must be completed 1 month after event)**
- ❖ Address each of the above topics in a summary. Make sure have all the contacts identified, with names phone numbers etc. for next year's committee. Make a separate page with receipts.
- ❖ Compare Actual Cost to Budget.—make Excel Spread sheet for tracking cost vs. budget
- ❖ Assess what was successful and what changes would recommend
- ❖ List of Inventory after event for future event (Elks Lodge use)
- ❖ Thank all the volunteers

FORMS

- 1) Volunteer Sheet – Must keep record of Volunteer Hours and Travel --- Elks Members and Nonmembers
- 2) Implement Yellow Form
- 3) Data Collection Survey of Volunteer, Youth, Community Service Program (Ck. w/Meagan Haller- Office how to complete)
- 4) Elks Lodge Event Income and Expense Report.
- 5) 2018 - 2019 Calendar to keep tract of dates.