Trivia Night Roles

-All roles to report to the Trivia Co-ordinator and the Events Committee
-There is a commitment to attend Trivia planning meetings throughout the year
-Any spending must be approved by the Committee

Food and Beverage Co-ordinator
-Organise catering for the night in consultation with the Events Committee
ensuring the budget is strictly adhered to, and food is suitable for the event held
-Order and arrange delivery of alcohol for the night. Check with order from the
previous year to provide a guide about quantities and prices.
-Assist the caterers with set up as required on the day
-Ensure the correct liquor licencing is in place for the event.
-Allocate a bar area and ensure the bar staff are aware of responsibilities (bar
staff are to be accountable for cash control and takings) for the evening
-Count the alcohol and check the quantities on delivery
-Ensure left over alcohol is returned to Decanters and arrange for their invoice to
be paid.

Donations Co-ordinator
-Collect and keep a record of donations provided to the school including contact
details of the businesses
-Allocate items to live auction, silent auction and lucky dip.
-Set up and manage the silent auction through 32Auctions using the events
committee account
-Allocate businesses to volunteers to approach for donations
-Provide details of donations to the Event Committee Secretary for promotion on
the Events Committee Facebook page and in the newsletter.
-File vouchers in an appropriate fashion so that they can be easily distributed on
the night.
-Once the silent auction has closed, on the night, record who has paid via the
EFTPOS machines and what voucher/items have been distributed
-Arrange for vouchers/items not collected on the night to be distributed after the
event.
-Maintain a record of who won what items in case of any problems with the
vouchers down the track
-Ensure Thank you certificates are given out post the event.

Venue Co-ordinator
-Find and book and appropriate venue
-Complete Council Grant Application if required
-Liaise with the venue regarding maximum tables/capacity and set up on the day
of the event (Access, timings etc.).
-Complete a pre-event venue visit with Trivia Co-ordinator and Events Committee
President to organise placement of tables, auction items, sound and AV equipment
available etc.
-Arrange any equipment that is not supplied by the venue but is required.
-Arrange for items located at the school to be transported to the venue and also
for items to be returned to the school post event.

-Organise decorations, flowers and tablecloths. Keep in mind that this is a fundraiser and there is a strict budget guide.
-Organise security on the evening if required. If the venue provides security, ensure expectations are understood prior- i.e. If it's a 12pm finish, then security isn't trying to turn the lights on a 11:30pm etc.
-Organise and co-ordinate the pack up at the end of the night or discuss with the venue to have access to the venue in the morning to complete pack down.
-Organise volunteers to help with set up during the day and pack up at the end of the evening.

Event Running Co-ordinator
-Organise entertainment and MC for the evening
-Book DJ
-Liaise with Venue Co-ordinator to find out what AV equipment we need to supply for successful running of the night. Source this if required.
-Find someone to run the Live auction
-Compile a run sheet and ensure it is stuck to and the evening is running to time. Make changes to entertainment to ensure evening runs to time.
-Assist with games throughout the evening as required with a team of volunteers.
-Idea has been put forward of hiring someone as a hands-on events manager for the evening.

Financial Operations
-Organise EFPTOS Machines (needs to be done at least 4 weeks prior to the event). Liaise with Wendy to do this. 4 machines are recommended.
-Ensure there is a float done for the bar and the lucky dip station. Consider the bar being card only.
-Ensure EFPTOS machines are charged prior to the event and turned off to conserve charge. Chargers must be taken to the event as the machines will go flat.
-Reconcile EFPTOS machines at the end of the night, obtain the summary of purchases through the machine and put in the locked cash box with the EFPTOS receipts.
-Empty tills throughout the night to a locked money box
-Arrange with a member of staff regarding taking the money back to the school post the event (Usually Wendy/Simon)
-Ensure all invoices are paid in a timely manner.

Ticketing and Seating
-Set up and monitor the TryBooking site using the Events Committee TryBooking account (details can be obtained from the events committee secretary).
-Liaise with school staff regarding teachers' tables
-Notify the Events Committee Secretary of the TryBooking link for advertising.
-Notify the events Committee and Trivia Co-ordinator when tickets are close to selling out
-Arrange tables according to seating requests
-Ensure the maximum amount of tickets are sold prior to the event.
-Liaise with the venue co-ordinator to set up tables on the day and regarding the number of tables/tickets available for sale.
-Prepare a seating chart that is at the door for the evening when guests arrive.

Sponsorship Manager
-Obtain Sponsors for the evening (Gold/Platinum). The pricing of the sponsorships needs to be re-evaluated as it was too cheap in 2018.
-Maintain relationship with Sponsors throughout the event.
-Be very specific about what each sponsor is getting for their money so there is no confusion.
-Forward graphics and text regarding the Sponsors to the Events Committee Secretary for promotional purposes.

Graphic Design Co-ordinator
-Design the promotional material for the evening- poster, billboard for outside the school (see Sponsorship Manager to see if there is a real estate company sponsoring the event who will provide the billboard)
-Design the thank you certificates post the event and send to the Donations Co-ordinator.
-Design slideshow to be shown on the evening for promotion of businesses who have donated items.