



# General Event Planning

## USMAA 2.0

### Document Versions

Date	Author	Version	Comments
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# Introduction

This is a general event planning document. This document lists all the components necessary to plan any event, albeit each USMAA event is unique and therefore, the plan must be customised to match the event. MCs are recommended to read this document so that they get an understanding on points to consider.

Below are the high-level decisions that need to be considered before planning any event:

- Venue
- Time
- Externally catered or Internal member-chef catered or light refreshments
- Fundraiser, ticketed or free event (for the financially current members)
- If ticketed, is it subsidized to the financially current members (FCM)? Are the non-current financial members and their children's tickets inflated
- Ticketing method
- MC and Volunteer tasks for the day
- Inviting dignitaries (yes/no)
- Decorations to the hall (Grand/Medium/Low key)
- Kids' entertainment
- Master of Ceremony or Mistress of Ceremonies
- Opening qirath
- Imam for salah, if included in the agenda (inhouse/member or special guest)

## Venue

- Mulgrave Community Centre (MCC) Hall – USMAA is given <10 days to use the MCC hall as part of a grant
- If the expected attendees are over 150, then USMAA needs to request (at least a few days before the event) the MCC Hall Manager to open the partition between Hall A and Hall C
- If the event requires the use of an additional projector (e.g. to play a movie for the kids), it can be hired from the MCC at a nominal cost (~\$16)
- USMAA can also consider hiring the Notting Hill Community Centre and the Brandon Park Community Centre (not part of the Hall grant THOUGH)
- USMAA can hire ovals for its sports events or use a reserve/park free-of-charge for picnics

## Time

- Usmaa should cater to family friendly times to include all age groups. Therefore the events start and finish early, but most importantly dinner is served before 8.00 pm
- Schedule the registrations/check-in time at least 30 minutes before the commencement of the event to allow time for scanning of QR codes etc
- MCs need to be mindful of prayer/salah times when determining event timings as the agenda is generally communicated prior to the date

## Catering

- If the event is fully externally-catered, the MC can negotiate for the caterer to:
  - bring their own bain-maries
  - serve the food to the bain-maries
  - replenish the bain-maries
  - clean the kitchen if the caterer is using it
  - remove the plates from the tables
  - wash the plates on the plate-washer
- The caterer will charge extra for some of the above tasks
- MC can pass the full cost to the attendee which should also include the costs for drinks, disposables and cleaner fee

- If MC is getting the services of a member-chef then, all the ingredients will need to be purchased and volunteers provided to the chef to assist in the cooking
- Refer to the website for menu quantities and volunteer tasks
- If the event only caters for light refreshments, then the MC can provide pizza and drinks. Refer to the USMAA Trades page for fast food advertisers

## **Ticketing**

- The USMAA website has a fully functional event ticket-issuing mechanism, similar to Eventbrite
- Refer to the ICT manager's manual for instructions
- This mechanism issues tickets with QR codes
- A current financial members' list can be provided by the Treasurer to cross-match the bookings membership status
- For in-house cooking events, MCs and their immediate families, volunteers and their immediate families enter free-of-charge to encourage volunteering
- For fully-catered events, MCs and their immediate families, volunteers and their immediate families pay half-priced tickets, to encourage volunteering. This is at the discretion of each MC.
- Also refer "USMAA Policies" for more info on 'Concessional Pricing'

## **MC & Volunteer tasks for the day**

- Refer to the 'Volunteer task guide' and 'Hall events task guide' on the website for more information

## **Dignitaries**

- Dignitaries can be invited to USMAA's flagship events like the Eid dinners
- Dignitaries are not charged a fee but attend on an invite-only basis
- Dignitaries must be advised that there are other dignitaries present at the event and not to have a go at each other, since they have come in as a guest of USMAA
- Dignitaries can be allocated some time for a short talk or a speech
- Also refer to "USMAA Policies" for member-seating with dignitaries

## **Decorations for the Events**

- For events such as the Ladies' Night and Eid dinners where there are dignitaries present, the MC / Subcommittees can allocate a sufficient budget for decorations to enable the venue to be transformed in grand style
- USMAA owns:
  - 4 sets of 'flashing' lights
  - vases for flowers
  - silver table mats for the centrepieces
  - decorative rocks (white)
  - candle holders etc
  - Australian and Sri Lankan Flags
  - An USMAA banner
  - An 'Eid Mubarak' decorative stand
  - Retractable banners
- MCs can purchase fresh flowers from the Dandenong market for the vases. Usual budget is between \$75-\$100
- Plastic disposable tablecloths to match the colour theme can be purchased from the \$2 Shop/Reject Shop/Kmart/BigW etc. Please advise the purchaser the number of rectangular and circular tablecloths needed depending on the table shape used for the event. Please note that MCC has only 20 round tables, the rest are rectangular

## **Cleaning**

- MCs must make a special notation on the agenda that all able-bodied participants must help clean-up at the end of the event
- The Master or the Mistress of Ceremonies should announce this at the beginning of the event and prior to starting the exercise (cleaning at the conclusion of the event)
- A cleaner can be organised for a fee. Generally, the cleaner charges \$170 for
  - sweeping Hall A
  - vacuuming Hall B and the Foyer area
  - sweeping the kitchen
  - moving the bin bags from the back of the hall to the wheely bins outside
  - mopping the bathrooms and kitchen areas
- For a fee of \$50 the cleaner can wash up to 5 large pots. He needs to be provided a 'paint scraper' that can be bought from Bunnings for \$2.50, if the existing scraper cannot be found to clean the pots
- For 0.50 cents each, the cleaner can also wash the plates on the hall plate-washer and transport it back to the storage cage, using the trolleys

## **Kids' Entertainment**

- If the event is on a small-scale, with not many kids attending, then a movie can be played using the projector in Hall C
- If not, a kids' entertainer can be hired for the duration of the event. The kids can be dismissed at dinner time. Please refer to the 'Event Organising Guide' for a list of potential kids' entertainers
- Set-up the carrom board in the corridors for the older kids and a colouring-in area for the smaller kids if no entertainment is provided for the kids, Colouring-in books can be purchased from K-mart or a \$2 shop

## **Opening Qirath**

- Invite one of the USMAA kids to recite a Surah and meaning to open every event
- In the absence of any kids, Bro. Eddie Dole or Bro. Nazeem Yakoob can be invited

## **Imaam for Salah**

- If the event is scheduled to coincide with prayer times, then invite an USMAA Member to conduct the prayers. Bro. Nazeem Yakoob, Bro. Omar Haniffa or Bro. Ali Haniffa can be invited (prior to the event) if no other members are available

Note: This document must be read in conjunction with the following documents (available on the website):

- Hall Events Task List
- Hall Set-up Notes
- Event Organising Guide