Gold Coast Regional Beekeepers Inc.

Running a small club Field Day

Club members support

Without volunteers this event will not happen.

Encourage your club members to be involved with the Field Day from day 1.

Plan for the event to be held on a rainy day.
Where do you start

Why are you running this Field Day

Appoint 1 person to be the event co-ordinator sure that his nickname isn’t prefixed with the word “T

Start organising your volunteers into various teams (i.e. Publicity & Promotion - Exhibitors co-ordinator - Sponsors)

Keynote Speaker

your speaker, the subject they will speak on, and duration of the talk

What equipment/facilities will each speaker require

i.e. White Board, Computer, Laser Pointer, Projector with remote or additional mic’s.

Does the speaker require transport or accommodation, if so how much has the budget allowed for.
The Venue

What number of attendees do you plan on attracting.

Is the planned venue capable of seating that many people or will you need to bring in additional seating or marques?

i.e. Do you have facilities for holding a separate session for people interested in becoming beekeepers?

Is their Parking available for the number of people you are planning for and will parking marshals be required, if so who will

What facilities are available at the venue

Power & Water

Toilets and amenities - will Port-a-Loo’s be required

Tea/Coffee making facilities

BBQ’s and spare gas bottles

Electronic Media facilities
Sponsors & Promotion

Will you have a major sponsor or several smaller sponsors

Are there sufficient undercover facilities for the exhibitors to show their products?

How will you promote the sponsors and in return how will they promote your Field Day?

Start your media campaign at least 1 month before the event with local Newspaper - Radio - TV items.

Position 2 weeks before the event and direction signs at least 24 hours before.

Community Involvement

How will you be involving the community?

Invite other clubs to your Field Day and have them promote it in their newsletters.

If being held at a school, can the school’s P&C or students be involved such as running the coffee and tea sales as a fundraiser for the school or can Students assist by directing parking.
Raffles and Fundraising

Decide what style of Raffle will you run

How will the prizes be displayed
(at the front near the speakers table)

When & How will the raffle be drawn be announced

Site and Amenities

Where possible set up the day before

Test all power, water and computer/media when setting up and recheck first thing on the day of the event

Have a backup plan for all areas

Organise your pull down team to dismantle the site while the clubs Treasurer is counting the days profits