

Gold Coast Regional Beekeepers Inc.



Running a small club Field Day

Club members support

T VOLUNTEERS THIS EVENT WILL NOT

ENCOURAGE YOUR CLUB MEMBERS TO BE
INVOLVED WITH THE FIELD DAY FROM DAY

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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
City & Promotion - Exhibitors co-ordinator - Sponsors**

Keynote Speaker

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

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 accomodation,
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 seperate session for people interested in becoming beekeepers ?

Is their Parking available for the number of people you are planing for and

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
 e sufficient undercover facilities for the exhibitors to show their
 u promote the sponsors and in return how will they promote you

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

Community Involvement

How will you be involving the community

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

being held at a school, can the school's P&C or students be inv
 such as the 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