



HOW TO ORGANISE EFFECTIVE MEETINGS, SEMINARS, EVENTS

Identify:

- Chairman
- Secretary
- Treasurer
- Coordinator
- Convener

Whom to choose:

- When you choose the Chairman and other Committee Members, consider the Members:
- Past experience
- Their adaptability with other members,
- Their capacity to work and get work done.

Identify the host:

- Meet hosted by a single club
- Group of Clubs

-Preliminary Meeting Set and fix:

- Date
- Time
- Venue

Prepare an expected budget-

- Income: Identify different resources to raise money i.e. Registration fees, fees from sponsors, raffle etc.
- Expenditure: Note down different heads for expenditure with expected amount to be spent, like hotel, catering, transportation, publicity etc.

Circulars or Mails:

- Plan how many circulars to be sent.
- To whom you will send.
- The address list should be ready.'
- Ideal to send at least two circulars - First circulars to be sent at least six weeks before the Meet. The second circular four weeks before the Meet. .
- Invitation should be in the hands of the invitee at least two weeks before the Meeting.

Chief Guest

- Find the availability of the Chief Guest
- Send a letter for inviting.
- Entrust a special aide to take care of the Chief Guest
- The Association President visits the District at least once either for the Conference or District Assembly.



- Since the President has to plan well in advance, you may have to fix the date as early as six months to a year in advance

Bio-data of the Chief Guest

- Get the Biodata and give it to the person who has to introduce well in advance.

Table Agenda

- Get copies of the Table Agenda Ready
- Timings can be noted
- Keep the Meeting to its scheduled time.
- Events such as Awards to be planned well - within time. Master of Ceremonies.
- Decide whether you need one
- MC to be briefed well

Seating on Dais

- Head Table seating - according to Protocol.
- Seating on the Dais - Provide space for movement.
- Get the Name cards ready.
- Mike arrangements-check quality and number of mikes Information to the Press
- Send the information to the Press
- See that the Meeting is included in the Today's .Engagements
- Column of the local Newspaper
- Inner Wheel activities need to be publicized
- A Press Meet can also be had prior to the Meeting.

Plan

- Venue decoration
- Bouquets & Flower arrangements
- Mementos
- Photographer
- Lamp, Oil, Wick & Match Box, Candle to light the Lamp Kolam and Transport arrangements for outstation Guests and others.

Backdrop or Banner

- Plan your Backdrop or Banner
- Banners on the Road to identify the venue.

Food Sumptuous

- Breakfast, Tea & Lunch
- Note that the Success of a programme depends greatly on the food served.

Registration

- Registration Table: The Treasurer of the Meet has to have all the lists of clubs.
- Reception Table: The Members to be welcomed with the tradition of flowers, Friendship Bands, Kum-Kum etc