

GOS Event Mgmt Framework

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GOS

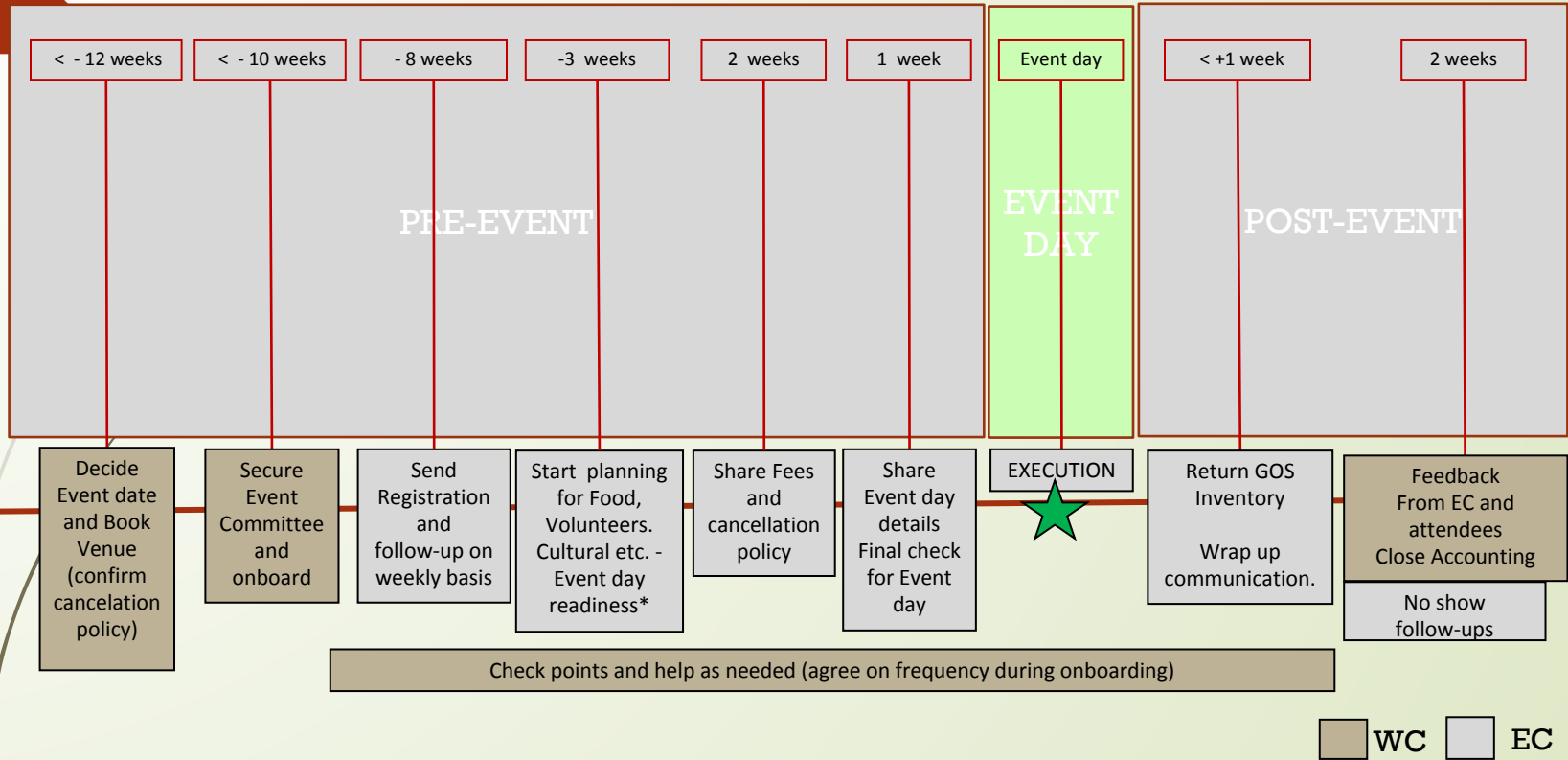
EVENT PLANNING AND MANAGEMENT ROLES/ RESPONSIBILITIES

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- **Event Committee (EC) team is ultimately responsible for the success of the event by ensuring event stays cost neutral and is a memorable event**
- **Success Criteria:**
 - **Pre-event: Planning, Communication and rallying to increase active participation from attendance, volunteering and in event day activities**
 - **Event Day Execution: On-time set-up, execution and wrap-up**
 - **Post-Event: Follow through on “No-shows”, Wrap up communication, GOS inventory properly returned and lessons learned/ improvement opportunities captured for future**
- **Working committee (WC) is responsible to set EC team up for success and will designate one or two WC members to be active extension of EC by providing framework, tips/ tools as well as be accessible to provide help along the way without becoming overbearing (Provide help that looks like help); WC will have key checkpoints to confirm EC is on track and well situated**
- **EC has full liberty and empowered to collaborate amongst themselves and bring in new ideas to make the event unique provided it's aligned with community's expectation (leverage feedback received in the past to help guide decisions), so that community funds and time will be deemed used appropriately**
- **If there is cost deficit due to unforeseen reasons, WC will help pull from GOS fund to cover the deficit**
- **If there are challenges within EC to collaborate and work as a team, EC to contact WC to intervene to make appropriate adjustments**

EVENT MANAGEMENT FRAMEWORK

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- *Includes collecting GOS inventory and start planning/ getting additional supplies etc. needed for event day
- Note: If there are multiple events back-to-back, EC might be requested to wait till the prior event is closed out before doing too much communication to minimize confusion. EC can weigh in or help secure venue if EC is confirmed ahead of time. All communication to include e-channels - WC to share communication template

Every Formal Event Framework to:

- Have content that introduces historical and religious significance of the event(s) – Knowledgeable Spokesperson to sign up in each event
- Warm welcome to new members and buddy up with older members for ease of integration - before cultural starts and make it a fun warm experience
- Emcees - Youth supported by one or two adults
- Agenda set in a way that cultural and food shouldn't overlap
- Standard set of puja, cultural, food and fun-fare
- Avoid anything that can be classified as “Self-serving”

TIPS/ TRICKS/ REFERENCE INFORMATION FOR EC

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- Puja Fees: Typically <=\$45/ family, \$20/ individual, Other events vary and within the same range except New Year Eve event or Diwali. Encourage pre-pay at discounted rate options.
- Plan your budget ahead and different expenses to come net neutral and revalidate as you get closer to event day before publishing fees
- WC can provide GOS contact list and Pujari contacts (for Puja) for you to book as part of onboarding
- Use all communication channels to broadcast and market the event to increase participation
- Collect contact info for different registrations to be able to have specific communications
- Secure as many volunteers ahead to delegate and divide/ conquer – Whatsapp groups for EC, by activity e.g., event day volunteers, art/ craft planning works well
- Prior Puja Details and Learnings: [Link](#)
- Stay close to weather as you get close to the event and make appropriate decisions
- Collate all the information in one place to easily collaborate within EC
- Don't hesitate to ask for help or engage the right people to be successful
- For online events, format is being worked through and will evolve as we live and learn. WC and Activity committee will take responsibility to work through the initial few to sort out initial hiccups and will document for future reference.



For being part of EC and you'll do amazing!