

Common Special Event Tasks

Before the Event

- ❖ Promotion (making posters, sending emails, posting on Social Media)
- ❖ Selling tickets
- ❖ Planning and preparing food
- ❖ Securing required supplies and/or suppliers (entertainers, special equipment, buses, etc.)
- ❖ Planning and preparing extra activities (games, raffles, music, decorations, etc.)

During the Event

- ❖ Setup of physical space
- ❖ Working the front door
- ❖ Making announcements and answering questions
- ❖ Preparing and serving food
- ❖ Bartending**
- ❖ Running extra activities
- ❖ Displaying and giving out prizes

After the Event

- ❖ Tear down and clean up
- ❖ Returning rented or borrowed equipment
- ❖ Preparing an event report
- ❖ Capture ideas and start planning for next time

** must provide a copy of you valid SmartServe certificate to the club