



Planning a Community Centre Activity

General Guidelines

1. Try to involve community people who are not on the Board. The Board is a small number of people who are already working on other programs and activities.
2. Determine the admission or participant fees
Note: Base cost to operate the Community Centre is approximately \$35/day (hydro, propane, maintenance, insurance, etc) Where-ever possible, activities planned for the Community Centre should at least cover the cost to operate the Centre on that day.

When considering admission/participation fees, do NOT include possible kitchen sales. The Community Centre Board may elect to run the kitchen in addition to the activity, depending on whether a profit is expected and/or volunteers are available.
 - Fundraising Activity. Set fees to realize a profit of > \$35.
 - Community Activity. Consider the number of participants and whether the base cost can be realized. If the number of participants is expected to be too small to take in at least \$35 profit, the Board may elect to run an activity where either:
 - A fee is attached but the total will be insufficient to cover daily operating cost, or
 - A donation from participants is requested, the total of which may be insufficient to cover daily operating costs.
2. Some activities have special licensing or rules.
 - *Apply for these 6 weeks before the event.* e.g. lottery/gaming license for raffles, prize draws including penny auctions See: /www.agco.on.ca/
 - Liquor licensing and insurance coverage. *Apply for these 6 weeks in advance.*
 - Ensure that individuals selling liquor have “Smart Serve” certification.
 - Discuss insurance coverage with the Treasurer.
 - Food: food items made outside the Community Centre must be tracked in compliance with Public Health Regulations. *Note: food items which cannot be linked to a donor may not be used.*
3. Ensure that the Treasurer has all money and receipts immediately following the event.
 - Money collected in a gaming activity must be accounted for separately.

Check List

Idea:	<ul style="list-style-type: none"> • Discuss it first with friends and neighbours • Formulate a Slogan / Statement / Goal • Bring it to the board • Decide on a date -- Does it conflict with any other Events? Check the on line calendar at www.gilliescommunitycentre.com
Get Started	<ul style="list-style-type: none"> • Try NOT to involve members of the board • Get friends and “outsiders” and involve as many as necessary & possible (3-6)
Plan:	<ul style="list-style-type: none"> • First meeting 3 – 4 month ahead of event • Have a checklist ready for everyone (Name, Set up, Decoration, Advertising, Food, Beverages, Music and Dance, Prizes, Fees and Rates, Permits and Regulations, Who does What, Budget, Time Line, • Assign all the Issues to someone (do not try to make a “One Man Show”) • Take Notes • Determine if licensing is required. • lottery/gaming license for raffles & draws including penny auctions • Liquor licensing and insurance coverage. • Check that all supplies are available and if not, arrange for purchase. • Ensure that the Special Events Donor Food List will be completed.
Advertise/ Promotion	<ul style="list-style-type: none"> • Advertising is most important • Spread the word, talk to anyone you see • Produce posters and hang them 2-3 weeks before the event • Ensure that the event is on the outside Board and on the website • Arrange for e-mail notices several times to potential visitors (Community Centre email) • Send a Press Release to radio stations, newspapers, etc (see Press Release page 2) • Take advantage of free advertising in paper, TV, etc. • Arrange with the Treasurer for floats, if needed. • Call your friends and people you know. Talk it up!
Report	<ul style="list-style-type: none"> • Make a final written report for the Board as to what went right/wrong. Obtain profit information from the Treasurer for the report. (See attached form) • File the report in the Community Centre file system for next year for whomever is convening next. • Food Donor List is attached to the Report • All gaming tickets & information are filed at the Community Centre.