



HOYSALA KANNADA KOOTA STANDARD OPERATING PROCEDURE



HKK – Standard operating Procedure

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1. Initial Pre-Planning

Event pre-planning stage. Goal is to finalize event date and venue. Estimated start date is around 12 weeks prior to the event.

Ref #	Description	When	Owner	Status	Comments/Tips
1	Explore options for the event date	~12 weeks prior			Check for other community events
2	Setup event venue committee				
3	Submit options to EC (WhatsApp or email)				
4	Call for EC meeting (if needed)				
5	Finalize the event venue				
6	Insurance Requirements				
7	Weather - Rain/Snow day				
8	Send the Save the date email				

2. Budget

Here we are doing the financial planning. Usually treasurer will propose the income and expenditure estimates.

Ref #	Description	When	Owner	Status	Comments/Tips
1	Estimate the overall budget	~10 weeks prior	Treasurer		Check the previous event budget
2	Cost - External artists				
3	Cost - Food				
4	Cost - Cultural				
5	Cost - Venue				
6	Cost - Trophies				
7	Cost-Certificates				

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8	Cost- Decoration Committee				
9	Cost -Registration Committee				
10	Cost- Kids Management Committee				
11	Income – Ticket Sales				
12	Income - Sponsors				
13	Propose the budget to EC and get approval				

Add two more cost item, Logistics and Miscellaneous

3. Event Planning Committees

Set up the various committees and distribute the work load

Ref #	Description	When	Owner	Status	Comments/Tips
1	Event Committees	~8 weeks prior	Secretary		
2	Cultural Committee				
3	Food Committee				
4	Registration Committee				
5	Sponsorship Committee				
6	Audio Committee				
7	Photography & Video Committee				
8	Marketing Committee				
9	Decoration Committee				
10	Digital Committee				Website,FB,Signage,evite Flyer
11	Kids Management Committee				
12	Trophies & Certificate Committee				
13	Logistics Committee				

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4. Cultural Committee

Responsible for the execution of the Cultural events

Ref #	Description	When	Owner	Status	Comments/Tips
1	Get budget from treasurer	~8 weeks prior	Coordinator		
2	External Artists				
3	Set up program registration page with Website team				
4	Finalize the program participation rules				
5	Send program registration email				
6	Collect audio files				
7	Program line up				
8	Prepare program flyer (to highlight artists)				
9	Publish program guide	1 day before			
10	Off-Stage events any				
11	Finalize offstage competition rules				
12	send offstage competition registration and rules				
13	Decide MCs (emcees)				
14	Coordinate the program slots with coordinator				
15	Green initiatives				

5. Food Committee

Ref #	Description	When	Owner	Status	Comments/Tips
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1	Get Budget	~8 weeks prior	Coordinator		
2	Prepare draft food menu				
3	Ask for quotes from the vendors				
4	Explore options to order from India				
5	Finalize the food menu				
6	Kids Snacks				
7	Explore volunteers for cooking from EC first and then outside EC				
8	Communicate menu to EC				
9	Prepare food menu flyer				
10	Coordinate with logistics team				
11	Serving plan				
12	Explore and finalize volunteers for serving				
13	Food plates and cups				
14	Serving spoons and Rice Cooker				
15	Coffee maker and Tea flask	1 week before			
16	Tea plan and volunteer for making tea				
17	Get the guest count from Registration committee				
18	Get the guest count from cultural committee for Lunch and external artist for Dinner				
19	Coordinate lunch closing ,snack break and dinner open time with Cultural committee				
20	Finalize the quantity				

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21	Coordinate Youth Volunteers with Youth committee for assisting on the event day				
22	Confirm Snack packing volunteers				
23	Green Initiative				

6. Registration Committee

Ref #	Description	When	Owner	Status	Comments/Tips
1	Get Budget	~8 weeks prior	Coordinator		
2	Propose the event ticket price				
3	Consider any special ticketing situations like Season Pass or external artists sponsorship etc.				
4	Get approval from EC				
5	Get the online registration link				
6	Registration plan				
7	Registration desk decoration				
8	Monitor the registration count and give frequent updates to EC				
9	Publish the registered guest count to EC	1 week & daily			
10	Set up the Paypal Here app connection				
11	Get the list of Annual Members and Life Members				
12	Any other ideas to improve the registration process, for e.g. gifts, goodies etc.				

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7. Sponsorship Committee

Ref #	Description	When	Owner	Status	Comments/Tips
1	Estimate sponsorship amount to be raised	~8 weeks prior	Coordinator		
2	Finalize Sponsorship benefits				
3	Publish the Sponsors list - Website				
4	Publish the Sponsors list - FB				
5	Publish the Sponsors list - Email (If any)				
6	Table arrangement for each sponsors on the event day				
7	Plan to facilitate the sponsors				

8. Audio Committee

Ref #	Description	When	Owner	Status	Comments/Tips
1	Number of mics(wired/wireless)	~8 weeks prior	Coordinator		
2	Audio mixer				
3	Speakers				
4	Test connection				
	coordinate with cultural committee to get the Audio file and plan for compatibility format test	1 week before			
	Get Wifi information				

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9. Photography & Video Committee

Ref #	Description	When	Owner	Status	Comments/Tips
1	Identify the volunteers		Coordinator		
2	Plan photobooth				
3	Arrange - Cameras				
4	Arrange - Camcorders				
5	Arrange - Tripods				
6	Arrange - Memory cards				
7	Identify the volunteer for video				
8	FB live is (if required)				
9	Collect photos from volunteers	Day after			
10	Upload it to google photos and create albums	Day after			
11	Publish the album link	Day after			

10. Marketing Committee

Ref #	Description	When	Owner	Status	Comments/Tips
1	Get the program details from cultural committee		Coordinator		
2	Prepare the list of people to contact				
3	Make phone calls and ask them to register				
4	Publish the event flyer - FB				
5	Publish the event flyer -				

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11. Decoration Committee

Ref #	Description	When	Owner	Status	Comments/Tips
1	Collect the decoration items		Coordinator		
2	Plan for decorations				
3	Setup the stage				
4	Identify volunteers to setup the stage				

12. Digital Committee

Ref #	Description	When	Owner	Status	Comments/Tips
1	Create Flyer		Coordinator		
	Publish the flyer – Website, FB				
	Evite – Create evite or Event registration site				
2	Website - Create event page				
	Website - Publish the page to get the event tickets				
3	Website - Create Sponsorship page				
4	Website - Create Program registration page				
5	Website - Create Placeholder for program guide				
	Website - Publish the program guide				
	Website - Consolidate the guest list				
	Website - Consolidate the program registration list				

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6	<u>Kiosk & Signage</u>				
	<u>Work with sponsorship committee to get the list of sponsors and their ads/logo, wordings etc.,</u>				
	<u>Design/Redesign the ads based on logo etc., to work with 1920x1080 resolution</u>				
	<u>Get program list and menu from cultural committees and design them to fit for kiosk and signages.</u> <u>DO NOT publish names/phone numbers of the cultural participants on the kiosks/signages.</u>				
	<u>Test both kiosk and signages before packing</u>				

13.Kids Management Committee

Ref #	Description	When	Owner	Status	Comments/Tips
1	Get the budget		Coordinator		
2	Identify the venue details for Kids				
3	Plan for kids' activities				
4	Plan for movies				

14.Trophies & Certificate Committee

Ref #	Description	When	Owner	Status	Comments/Tips
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1	Get the number of trophies		Coordinator		
2	Get the number of participants for cultural program				
3	Get quotes and finalize the trophy				
4	Use the standard certificate				
5	Print - Program guide				
6	Check website to get the list of kids who are willing to opt-out from getting hard copy of certification				
7	Print - Certificates				

15. Logistics Committee

Ref #	Get the list from Food committee	When	Owner	Status	Comments/Tips
1	Get the list from Food committee		Coordinator		
2	Cutleries - Bowls, Cups, Spoons, Plates, Table covers, table paper rolls				
3	Burners & Heating stands				
4	Water				
5	Explore Go Green/Biodegradable items				
6					

16. Special Communications

This section describes the steps to handle the special community events (happy or tragic).

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Ref #	Get the list from Food committee	When	Owner	Status	Comments/Tips
1	Determine if special communication is required		Secretary		

17. Youth Committee

This section describes the steps to handle the Youth Committee member special.

Ref #	Get the list from Food committee	When	Owner	Status	Comments/Tips
1	Coordinate with various committee to get the counts for youth members		Secretary		
2	Reach HKK members to find youth participants willing to volunteer				
3	Maintain database for number of hours for each youth volunteer				