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HOYSALA KANNADA KOOTA

STANDARD OPERATING PROCEDURE 



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# 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 |  |  |  |  |

# 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  | $0 |  |  |  |
| 3 | Cost - Food | $1000 |  |  |  |
| 4 | Cost - Cultural | $50 |  |  |  |
| 5 | Cost - Venue | $750 |  |  |  |
| 6 | Cost - Trophies | $0 |  |  |  |
| 7 | Cost-Certificates | $0 |  |  |  |
| 8 | Cost- Decoration Committee | $100 |  |  |  |
| 9 | Cost -Registration Committee | $50 |  |  |  |
| 10 | Cost- Kids Management Committee | $50 |  |  |  |
| 11 | Income – Ticket Sales |  | $1500 |  |  |
| 12 | Income - Sponsors |  | $750 |  |  |
| 13 | Propose the budget to EC and get approval |  |  |  |  |

# 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 |  | Sadanand |  |  |
| 6 | Audio Committee |  | Pradeep |  |  |
| 7 | Photography & Video Committee |  |  |  |  |
| 8 | Marketing Committee |  |  |  |  |
| 9 | Decoration Committee |  |  |  |  |
| 10 | Digital Committee |  |  |  | Website,FB,Signage,eviteFlyer |
| 11 | Kids Management Committee |  |  |  |  |
| 12 | Trophies & Certificate Committee |  |  |  |  |
| 13 | Logistics Committee |  | Pandurang |  |  |

# 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 |  |  |  |  |

# Food Committee

| Ref # | Description | When | Owner | Status | Comments/Tips |
| --- | --- | --- | --- | --- | --- |
| 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 |  |  |  |  |
| 21 | Coordinate Youth Volunteers with Youth committee for assisting on the event day |  |  |  |  |
| 22 | Confirm Snack packing volunteers |  |  |  |  |
| 23 | Green Initiative  |  |  |  |  |

# 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. |  |  |  |  |

# 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  |  |  |  |  |

# 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 |  |  |  |  |

# 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 |  |  |  |

# 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 -  |  |  |  |  |

# 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 |  |  |  |  |

# Digital Committee

| Ref # | Description | When | Owner | Status | Comments/Tips |
| --- | --- | --- | --- | --- | --- |
| 1 | Create Flyer  |  | Coordinator |  |  |
| 2 | Publish the flyer – Website, FB |  |  |  |  |
| 3 | Evite – Create evite or Event registration site |  |  |  |  |
| 4 | Website - Create event page  |  |  |  |  |
| 5 | Website - Publish the page to get the event tickets |  |  |  |  |
| 6 | Website - Create Sponsorship page |  |  |  |  |
| 7 | Website - Create Program registration page |  |  |  |  |
| 8 | Website - Create Placeholder for program guide |  |  |  |  |
| 9 | Website - Publish the program guide |  |  |  |  |
| 10 | Website - Consolidate the guest list  |  |  |  |  |
| 11 | Website - Consolidate the program registration list |  |  |  |  |
| 12 | Signage – Get logo from sponsors |  |  |  |  |
| 13 | Signage - Making ads to fit both signage and kiosk |  |  |  |  |
| 14 | Signage - Work with food and cultural committee to get the flyers |  |  |  |  |
| 15 | Signage - Design/Redesign to fit the kiosk and signage |  |  |  |  |

# 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 |  |  |  |  |

# Trophies & Certificate Committee

| Ref # | Description | When | Owner | Status | Comments/Tips |
| --- | --- | --- | --- | --- | --- |
| 1 | Get the number of trophies |  | Coordinator |  |  |
| 2 | Get the number of participants for cultural program  | 1 week before |  |  |  |
| 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 | 3 days before |  |  |  |

# 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 |  |  |  |  |
| 3 | Burners & Heating sands  |  |  |  |  |
| 4 | Water |  |  |  |  |
| 5 | Explore Go Green/Biodegradable items |  |  |  |  |
| 6 |  |  |  |  |  |

# Special Communications

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

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

# 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 |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |