

**ROTARY CLUB OF CASTRO VALLEY  
EVENT STANDARD OPERATING PROCEDURES**

Name of Event:

Purpose:

Chairperson:

Committee Members:

Date:

Venue:

Timeline:

**BUDGET:**

Income:

- Ticket sales
- Sponsors
- Ads
- Auction
- Raffle
- Drinks
- Food
- Donations (food, drinks, etc)
- Services donated
- Resources donated
- Grants
- Other

Budget

Actual

Expense:

- Rent
- Permits
  - Liquor license
  - Parade permit
  - BART permit
  - HARD Permit
  - Sheriff Notification
  - Others

Insurance  
Advertising  
Posters & Flyers  
Postage  
Equipment rental  
Food – need breakdown per person and total cost by item  
Drinks – “ “ “ “ “ “ “  
Serving dishes, silverware, napkins, etc. – breakdown of items/person

and by total

Decorations  
Security  
Garbage or clean-up fees  
Other

SUB-COMMITTEES: (Describe in detail the job of each sub-committee)

(Add names of people responsible for each task and contact info)

Planning– prepares event check list and time line  
Facilities & Venues – what did they have and what did they lack?  
Put info on separate Venue list under Event file for use in other events.  
Permits & Insurance  
Secretary–committee notes, solicitation letters, thank you notes, etc.  
Advertising & PR – what media will we use? How will we capture data for use in the future?  
Who is taking photos and archiving?

Sponsors  
Auction donations  
Equipment  
Supplies  
Personnel & Partners  
Food & Beverage  
Clean up  
Other

RESOURCES:

Donated items – list of names & items donated.  
Venue contacts – include all info (Name, address, phone etc.)  
Also include other venues considered for the event and why not chosen.  
Other

Rules for running the event:

Establish time line

Establish check list

Set up chain of command

List jobs – get sign up sheet circulated early for help

Wrap Up:

Notes & plan for next year. Include “lessons learned” and hints for the future.

Report actual number of tickets sold

people that attended and other data for next year.

Other