

How to Hold a Lunch/Dinner

Specific Requirements

To host a successful lunch or dinner party you will need to do the following:

- Register the event through our website.
- Research and select a date that doesn't clash with other similar local events. Give yourself time to plan and your guests plenty of notice.
- Choose a venue that is suitable – preferably one that supplies catering, linen, tables, glassware, etc.
- Source entertainment.
- Organise catering (if the venue doesn't supply).
- Allocate an MC or host.
- Determine if you require security, regulations, permits, licences, or insurance.
- Hire audio-visual (AV) equipment (if the venue doesn't supply).
- Promote your event.

NB: If you are running a raffle, you will be required to register the fundraising activity with Variety [here](#). If you are creating flyers, posters or Facebook event pages please email the material to melissa.mcmahon@varietyqld.org.au for approval prior to publishing. A friendly reminder to please use our proudly supporting logo.

Things to Consider

- Consider your connections and plan the type of event accordingly. Who will you invite? Will it be private or open to the public?
- How will you sell tickets and at what price? For example, online or at the door. Remember your audience – what can they afford? Trybooking.com.au seems like good value.
- Will there be a theme? Perhaps have a best dressed competition/prize.
- Ask your local schools, churches, community halls to donate the venue hire. Do you have any family friends who own a restaurant or venue who might give you a good deal or sponsor the event?
- Compare venue quotes and negotiate – what can you offer them? Consider a mid-week event to cut costs.
- Ask DJ's, bands, entertainers to donate their time. Does the venue you are using have a regular band or contacts?
- Get organised. Create a task list, a run sheet, get volunteers, and source sponsorship and raffle prize donations.
- Approach your school, employer or local organisations/businesses for monetary support; Also use your local connections to promote the event.
- Incorporate a raffle or auction to generate more revenue.
- Do you have access to a high-profile guest speaker or celebrity host/MC to attract ticket sales?
- Set a menu – remember to request dietary requirements from your guests.
- Prepare a run sheet to ensure you have enough time for deliveries and set up, as well as the event itself so you know when the MC will speak and when the food will be served.





What Variety Queensland Can Do to Help

- We can help you proof flyers and provide you with a template to assist you with designing your own.
- Refer to the 'How to Ask for Donations/Sponsorship' document to help you approach potential sponsors. We have useful templates for your use.
- Gain media attention – we can provide you with a media release template to assist you with getting the local media involved.
- We can provide signage for your event, most will need to be collected and returned to the Variety office.
- We can supply you with donation envelopes, donation tins, balloons and branded raffle tickets.
- We can supply you with certificates of appreciation.

Who Do I Contact to Ask Questions?

Please contact Melissa McMahon on 07 3907 9300 or via email

melissa.mcmahon@varietyqld.org.au .

Checklist/Timeline

- ☐ Have I registered the event through the Variety website?
- ☐ Have I confirmed the venue, the date, food and beverage packages and hired equipment?
- ☐ Have I sourced an MC?
- ☐ Do I have all the lighting/sound and entertainment?
- ☐ Do I have a flyer?
- ☐ Does my flyer keep with the brand guidelines as established in the Terms and Conditions on the event registration form and have I received approval?
- ☐ Have I sent my flyer to Variety so they can help promote my event on the website?
- ☐ Have I distributed copies of the flyer to all my contacts?
- ☐ If I am running a raffle/silent auction, have I sourced enough prizes?
- ☐ Have I obtained any media coverage in the local area?
- ☐ Do I have a guest list in alphabetical order (by surname) for registration?
- ☐ Do I have a run sheet and speech notes for the MC?
- ☐ Have I sent the money to Variety and indicated where it is from?
- ☐ Have I sent thank you letters and certificates of appreciation?

Managing Your Funds

Deposit the funds into our account

Variety Queensland
General Account
BSB 034 072
Account Number 201 739

Do you have an online fundraising page?

You can donate the funds on your page

Make out a cheque to 'Variety Queensland Inc' and post to:

Variety - the Children's Charity
Unit 1, 5 Ashtan Place
BANYO
QLD 4014