



BDCA POLICY No.B-7

Windup & Functions Committee

Purpose

This policy is to outline procedures with a list of requirements for the Windup Committee to organise the BDCA Windup Function.

Scope

The BDCA Windup Committee is to organise a venue and set about organising this event.

Procedures

- 1 The BDCA Executive Committee to appoint 3 persons to this committee with the Senior Vice President as its Chairman.
- 2 Checklist as follows;

	Administrative	
1	<i>Set Date</i>	
2	<i>Draw up a Budget</i>	
3	<i>Book Venue</i>	
4	<i>Organise Catering Contractor</i>	
5	<i>Payment for Venue Hire</i>	
6	<i>MC Appointment</i>	
7	<i>Guest Speaker Appointment</i>	
8	<i>Stats and PowerPoint Presentation</i>	
9	<i>Draw Up Attendance Register</i>	
10	<i>Advertisement & Invitations sent out</i>	* Guests
		* Sponsors
		* Life Members
		* Club Memo
		* Website Advertisement
11	<i>Windup Trophies to be ordered</i>	
12	<i>Perpetual Trophy Engraving</i>	
	Venue Equipment Required	
13	<i>Lectern Set up</i>	
14	<i>PA System</i>	
15	<i>Projector & Laptop for PowerPoint Presentation</i>	
16	<i>Setting of Tables</i>	
17	<i>Table Numbers and Club Place Cards</i>	

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Approval Authority:	<i>BDCA Executive Committee</i>	Adopted:	
		Reviewed:	

Bunbury & Districts Cricket Association Inc.



18	<i>Programmes to Each Table Place</i>	
19	<i>Run Sheet for MC</i>	
20	<i>Pick Up Trophies</i>	
21	<i>Trophy Table Set up</i>	
	If Drinks are not part of venue hire	
		<i>* Liquor Licence</i>
		<i>* Hire Bar Staff</i>
		<i>* Payment of Bar Staff</i>
		<i>* Order Drinks and Delivery</i>
		<i>* Float</i>
		<i>* Drinks Price List to Bar Staff</i>

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