

 Sunshine Heights CC 50th Anniversary RUNNING SHEET				
Coordinators:				
Nick , Chris, Ben, George, Adam				
Event Concept				
Similar to 40th Anniversary, to be held at our original home at Castley Reserve Hall. All those involved with the SHCC over the past 50 years to be invited to a historic milestone celebration. Tickets to be pre-sold to enable confirmation of numbers two weeks prior to event. Ticket price will include spit roast dinner and desert. Drinks will be available at bar prices. Special Guest include Life Members, Colin Miller, Merv Hughes etc.				
JOB DESCRIPTION			RESPONSIBILITY	STATUS
PROMOTION				
Creation of the flier				
Create invitation letter				
Distribution of flier via email and placed in visible places				
People to telephone guests				
Request items for 50th				
50th year logo				
Media Release				
Contact Radio Station and papers				
CATERING				
Obtain quotes				
book venue				
Set up				
Floor plan				
RAFFLE AND AUCTION				
Collection of items to auction				
Collection of items to raffle				
CLEANING BEFORE & END OF THE EVENT				
Male toilets/monitor				
Female toilets/monitor				
Toilets				
Toilets				
Outside				
Outside				
Clean bins & line with garbage bags				
OTHER				
Photographer/ Newsletter Reporter				
Running sheet				
Pay & thank all staff/volunteers/contractors				
Return all borrowed equipment to owners				
Eric Knight tribute				
List up of people to thank				
Booklet for event "Booklet of memories"				
Book an MC				
Organise special guest Colin Miller/others				
Person to talk about each era				
Collection of Receipts				