

INTRODUCTION

Thank you for asking **AFTER DINNER WORLD LTD** to assist in the organisation of your After Dinner function. The following pages provide a brief insight into the basic ideas that need to be taken into account when putting together the most profitable evening possible.

The back page provides a blueprint for a proposed running order for the evening, but please remember that we are always on hand to offer advice or give assistance in any matter concerning the function.

Please note that when you plan your dinner, work out how many guests you anticipate will come, and use the following pages as a guide to work around.

After all - you know your club better than we do!

We wish you the best of luck,

Yours Sincerely,

On behalf of After Dinner World Ltd

Chapter 1 THE VENUE

Ensure that the venue you choose will suit all the requirements of the function.

Are the parking facilities sufficient to cater for the number of guests attending?

Is the venue accessible? Do you go for a quiet function suite in the countryside, that may involve a long trip for some people, or a more centralised location with easy access. Remember some guests like to 'go clubbing' after the event.

The size of the room is important. Do not pay extra for a room you cannot fill, and likewise do not always assume the room will fill to capacity - a half empty room makes a massive difference to atmosphere. An intimate gathering creates the right ambience for the speakers to work in, and for the guests to enjoy themselves.

Also take note of the sound system. Most rooms have adequate PA systems; however one or two do not. A good microphone will be of great benefit to the entertainment and it will also keep control of the evening, which by 11pm can be a difficult thing!

Catering is also worth noting - a good meal should not cost any more than £10 per head, though in-house catering should seriously undercut this for a 3 or 4 course meal. To go much higher than this will obviously make a difference to ticket prices.

No doubt if you are a sports club using your own facilities, you will have addressed the above points.

Chapter 2 TICKETS

Work out how much you think your guests will be willing to pay. The aim of the evening is to make money. Normally we would suggest that you try and start the evening at minimum break even point. That would mean allowing for the meal, printing costs and entertainment. This basis should put a ticket at about £25, and should be acceptable to most people, however you know your target audience better than we do. Once the evening begins there should be scope to raise all the expected profit on the evening from fundraising games, raffles and auctions.

The printing of menus, tickets, posters and/or advertising must all be accounted for in the budget.

Chapter 3 AIMS

Work out what the aim of the evening is. It may just be that you want to give guests a cracking evening's enjoyment. Sports clubs will be using it to increase club funds, hopefully by a few thousand pounds. It is often worth involving a charity, so that they will receive a nice donation, and assist in the selling of tickets. This should also help you to gauge what fund-raising you need to do throughout the evening. People are always less reluctant to part with money if they know it will be going to a good cause.

Chapter 4 DATE OF EVENT

Dates and days do make a difference!

Surveys show that running a dinner in Summer used to be a bad idea, but with changing times Summer dinners are becoming more popular, but watch for local holiday dates. Christmas and New Year when people are often too busy and cannot afford the extra expense are not generally a good idea. Autumn time, late Winter and Spring are the most popular seasons for holding dinners.

Likewise, with days, Fridays and Thursdays tend to be most popular, for obvious reasons, and Saturdays if the dinner is with mixed company. Obviously if you are choosing a peak date then early booking is necessary. Allow at least 6 months, before your event date, to get the speakers you desire.

Ultimately, you know what will suit - so stick with that.

Chapter 5 SPEAKERS

Referring to the lists, work out who would work for your function. Sports stars are the most popular, but do not discount the slightly off beat, sometimes lesser known speakers for something a little different. The name obviously sells tickets. Consider increasing the budget, particularly if it is going to mean a greater number of guests. Someone may cost twice as much as another, but could attract four times as many guests!

If you can guarantee the audience it is worth going for someone who will provide excellent entertainment, regardless of their name - this will provide the basis for your next function.

The comedian is quite often the star of the evening, ending it on a high. It is necessary that you pay for the right comic. Because they tailor their act accordingly, After Dinner Comedians are more expensive than standard cabaret comedians. It is all too true to say that "you 'get what you pay for'". For a change, a popular choice is to book a well-known comedian with a good speaker, instead of the other way around.

The key to a successful evening is to book the correct MC. You may think that £200 is a waste of money for something that anyone can do, but the fact is, anyone cannot do! It is essential to build up the right atmosphere on the night, people will spend more, and you will make more from auctions, raffles, etc. The Master of Ceremonies works harder than anyone on the night. It is not just about holding up a microphone and announcing the guests - Take the pressure off yourself and let a professional run the evening.

Another possibility is employing exotic dancers. It is amazing how easily people will part with money when an attractive young lady is asking them! This would also apply to ladies' dinners with male 'dancers.' The current fashion is to use Table Dancers, a good way to increase your fund-raising.

Chapter 6 DRESS CODE

Dress code is normally either lounge suits or Black Tie. Most people do not have dinner jackets, and to hire them costs about £25, so they are usually only reserved for very formal functions. In the right situation, however, Black Tie does make a function appear important and exclusive.

Chapter 7 AUCTIONS/RAFFLES/GAMES

The *real* way to make funds on the night. Auctions and raffles speak for themselves. Cash prizes are not always a good idea, as people tend to spend it on the night and don't feel as though they won anything the following day. A cheap TV will always seem like a cracking prize for someone. Don't have too many prizes either, as if it drags the night out, people will lose interest. Again, the MC will arrange everything on the night so leave it to him to get the best out of the evening and the guests.

A few basic games can also raise a few quid. "Stand Up Bingo" and "Heads & Tails" are popular, and both easy to play. How to play would be explained on the night and should raise about £5 per head.

We do deal with a number of authentic memorabilia companies who are happy to either sell at a reduced rate to you prior to the dinner or come along and offer an increased reserve price, but giving you the opportunity to work on a sale or return basis with no liability to yourself.

Chapter 8 THANK YOU-S/GRACE

Out of courtesy prepare a list of special guests so the compere can offer thanks, e.g. sponsors, chairmen, players, caterers, bar staff, etc. Likewise, it is a good idea to say grace before the evening begins, simple touches that add that degree of professionalism to the night.

Chapter 9 BOOKING/TICKET SALES/CANCELLATION

If you can, always try to book as far in advance as possible. The best venues and speakers maybe booked up 12 months in advance. The longer you leave it, the more difficult it becomes to book your preferred guest speakers.

Never take anybody's word as to the number of tickets they can sell - the truth usually comes out on the night, when 50 seats are empty! Money up front or deposits before the event is the only way to keep the budget balanced. Cancellation is generally not acceptable by artists, caterers, etc., as they do the job for a living, and it can cost them a week's wage! Some people are negotiable, but the logical answer is to avoid cancelling the function - it will often cost less to run with it than to cancel.

To save on some costing, it is advisable to attempt to obtain sponsorship from various local companies. If each business sponsors a guest speaker, it may allow more scope for bigger name attractions.

Chapter 10 INSURANCE

If you're organising an event the chances are that insuring it isn't high on your list of priorities.

But it should be.

- Q. What happens to you and your event if.....
 - the venue becomes unavailable?
 - the entertainment can't make it at the last minute?
 - the caterers don't show?
 - You've spent time, effort and money organising such things as printing, advertising, security and everything else that goes with it?
- A. You're going to wish you had insured it!

We can offer cover for any size of event for cancellation or abandonment if the following happens:

- The pre-booked act fails to appear because transport has broken down, flight delayed, held up in traffic, taken ill or declared medically unfit and there is no suitable replacement available.
- The booked outside caterers, speakers, entertainment or music fails to appear.
- Failure of Electricity, Gas or Water at the venue.
- Food poisoning, infection or closure of the venue.
- Severe weather conditions resulting in essential venue staff or security preventing attendance.
- Cancellation of the event due to:-
 1. Death, injury or illness to any person in the organiser's party
 2. Severe weather conditions preventing the organiser's party from attending the event.

A full summary is available on request. Don't dismiss the idea because you may think it expensive - you'll be surprised at the low cost.

Once the function is running sit back and let the compere do the hard work so you enjoy the rest of the evening. In theory it should run as shown below to maximises the effectiveness for each part of the evening.

PROPOSED RUNNING ORDER FOR SPORTSMEN'S DINNER

7.15 RECEPTION

7.45 GRACE followed by MEAL

During the meal, MC to advise guests about the fund-raising formats for the evening.

After main course, girls go round tables to collect £5 from all guests.

After sweet - to propose loyal toast

9.15 short comfort break

9.30 PLAY STAND UP BINGO – Or similar – An easy way of breaking the ice prior to the entertainment.

9.45 SAY THANK-YOU TO CATERERS, BAR STAFF, ORGANISERS

INTRODUCE TOP TABLE GUESTS ANY OTHER CHARACTERS IN THE ROOM

Followed by GUEST SPEAKER/S

10.30 Short Break

10.40 COMEDIAN

11.20 Break followed by AUCTION

RAFFLE

THANK-YOU-S

END