STEPS FOR MANAGING A SPECIAL EVENT

* Decide on appropriate event
* Get approval from the top
* Form committee
* Publicize, consider advocates from each department
* Appoint a cashier
* Obtain any supplies needed
* Line up volunteers for day of event
* Check for compliance of laws and regulations
* Appoint someone to take pictures to share after event
* Write thank you notes to anyone who donated in-kind items
* Debrief after event to decide if this was indeed a profitable and successful event which could be considered going forward to repeat.

