***\*\*\*\*\*\*\*\*\*\*\*\* Instructions \*\*\*\*\*\*\*\*\*\*\*\****

***This document contains multiple yellow highlighted text boxes like this one, which give instructions for each section of this document. These instructions are for your benefit while filling out this packet, you should delete them from your final product.***

The Operations Plan is a valuable tool for planning and running an event. This document should answer any questions that any one involved with the event, or reviewing this event, may have. This is a functional document; be thorough, concise and avoid redundancy. It should cover all of the event’s details in a quick and easy to read format.

Every event is different. This document should be treated as a guide which you can change to meet the event’s needs. There are additional tools available to help your planning process at [www.sa.buffalo.edu/eventplanning](http://www.sa.buffalo.edu/eventplanning)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Revision date:** | | 2/19/2018 | | | | | **Event date:** |  |
| **Name of club:** | |  | | | | | | |
| **Written by:** |  | | | | | | | |
| **Primary Club Contact:** | | | |  | | | | |
| **Name of event:** | | |  | | | | | |
| **Start time:** | |  | | | | | **End time:** |  |
| **Venue(s) for the event:** | | | | |  | | | |
| **Anticipated number of attendees:**  (include all e-board, performers, vendors, event planners and guests) | | | | | |  | | |

Event Information:

***\*\*\*\*\*\*\*\*\*\*\*\* Instructions \*\*\*\*\*\*\*\*\*\*\*\****Add a description of the event and the reasons for holding this event. Include any goals for this event.

Our event is focused on ………

Quick Reference contact info:

|  |  |  |
| --- | --- | --- |
| **Role** | **Primary Rep mobile #** | **Secondary Rep mobile #** |
| **Club President** | Victor E. Bull – (716) 645-2950 |  |
| **Club VP** | Victoria E. Bull – (716) 345-5432 |  |
| **Event planner** |  |  |
| **Venue contact** |  |  |
| **Security contact** |  |  |
| **Production contact** |  |  |
| **etc1** |  |  |
| **etc2** |  |  |

Insurance:

***\*\*\*\*\*\*\*\*\*\*\*\* Instructions \*\*\*\*\*\*\*\*\*\*\*\****Check with Mark “RP” Sorel in the SA office to see if this event will require any special insurance.

After speaking to Mark Sorel in the SA office, we have applied for XYZ insurance from………

Venue Information:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Venue:** | | |  | **Venue address:** |  |
| **Website:** |  | | |  |  |
| **Contact Person:** | | |  | **Phone Number:** |  |
| **Quote Total:** | | $ | | | |

Vendors:

***\*\*\*\*\*\*\*\*\*\*\*\* Instructions \*\*\*\*\*\*\*\*\*\*\*\****List all of the vendors and organizations that have a part to play in this event.

|  |  |  |
| --- | --- | --- |
| **Vendor Name** | **Purpose** | **Contact info** |
| Sub Board Ticket Office | Manage, sell and collect all tickets. Collect all incoming revenue. | (716) 645-2353 |
| Samuels Grande Manor | Venue and Caterer for the event. Will provide security. | (716) 634-8425 |
| SA Production | Provide Staging, & sound | ….. |
| Indigo Productions | Lighting rentals | ….. |
| Photobooth Inc. | Vendor providing a photo booth | ….. |
| American Medical Response | Provide ambulance on standby for event | ….. |
| US Security Associates | Provide security staff for event | ….. |
| Etc… |  |  |

Food:

***\*\*\*\*\*\*\*\*\*\*\*\* Instructions \*\*\*\*\*\*\*\*\*\*\*\****If food is present at the event, detail it here. Don’t forget to include any food provided for the performers, volunteers or managers. If there is a B.E.O. (Banquet Event Order) from the caterer, attach it to the back of this operations plan.

We serve a three course meal including a salad and bread course, a main course (chicken meal and a vegetarian meal we also offer gluten free and other special dietary restrictive meals upon request of the students) and we end with a served dessert. There will also be snacks, small finger foods, additional desserts, coffee and tea served upstairs after dinner.

Cash-Bar:

***\*\*\*\*\*\*\*\*\*\*\*\* Instructions \*\*\*\*\*\*\*\*\*\*\*\****If alcohol is present at the event, detail it here. Make sure all of those persons planning and managing this event are familiar with the SA Alcohol Policy. If your club wishes to provide a cash bar at this event, you ***MUST*** fill out an alcohol request form.

**Times bar will be open:** From 6:30pm to 7:45pm, From 8:45 pm to 11:00 pm

The bar closes during dinner, all drinks stop including soda, water provided at tables. The bar also stops serving alcohol around 11:00 and serves only soda and water until the event ends. The bar can close before 11:00 pm at the discretion of the Venue staff, SA Club Executive Board, in conjunction with Security and Venue.

We would like to allow the students that are over 21 years old to enjoy drinks in a safe setting. This event is a cash-bar….

**Bartender Plan:**

Bartenders should only serve alcohol to the attendees wearing the over 21 wristbands. In addition, all mixed drinks are served in small glasses and have ice. No mixed drinks are allowed to have more than one liquor added (so no long islands ice teas.) Attendees are only allowed two drinks at a time and must exit the line before they are served more. All beer is served in larger plastic cups so that no glass is given out. Bartenders are also expected to not serve anyone they feel has had too much to drink.

Tickets and Revenue:

***\*\*\*\*\*\*\*\*\*\*\*\* Instructions \*\*\*\*\*\*\*\*\*\*\*\****If this is a ticketed event, detail the ticketing plan in this section.

**Ticket sales start:** 4/24/17 **End:** Until we are sold out or 5/12/17 end of business

**Ticket break down:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Ticket** | **Price** |  | **Type of Ticket** | **Price** |
| UB Undergrad Purchased after 1/30 | $45.00 |  |  |  |
| General Public | $60.00 |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Ticket Specials:** Tickets purchased before 1/30 shall be discounted by….

**Comp Tickets:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Ticket** | **Qty** |  | **Type of Ticket** | **Qty** |
| E-Board | 3 |  |  |  |
| Event Planners | 5 |  |  |  |
| Bus Captains | 3 |  |  |  |
| Vendors | 7 |  |  |  |
| Performers | 10 |  |  |  |
|  |  |  |  |  |

**Ticket Totals:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Number of Tickets being sold:** |  | **Total Number of Comp Tickets:** |  |
| **Grand Total of all Tickets:** |  | **Total Potential Revenue:** |  |

Transportation:

***\*\*\*\*\*\*\*\*\*\*\*\* Instructions \*\*\*\*\*\*\*\*\*\*\*\****If transportation is provided, detail it here. Requests for a bus quote can be submitted through the SA website.

**Transportation Company:** Grand Tours Ridge Road Express  
**Price Quote:** $ 8,000  
**How many people will be transported?** 850

**Bus pickup and drop off locations:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **North Campus:** | Pickup | Drop Off |  | **South Campus:** | Pickup | Drop Off |
| * Ellicott * Governors * Hadley Community Center * Flint Community Center * Southlake Community Center * The Villas - Chestnut Ridge, The Villas Rensch, Sweet Home Apartments | 5:00p  5:15p  5:25p  5:35p  5:45p  6:00p | 11:00p  11:15p  11:25p  11:35p  11:45p  12:00a |  | * Goodyear Loop * Main Street and Heath | 5:45p  6:00p | 11:00p  11:15p |

We will have rotating buses during the event for individuals who would like to leave early. We will assess the amount of buses that are needed after ticket sales have begun. We will also have an extra bus to prevent overflow at the end of the night - specifically we will have an extra bus going to south campus.

Performers or Speakers:

Our professional host, John Doe, will be the M.C. (Master of Ceremonies) for the evening.

A band will perform at…… there will be a DJ after dinner. There will also be other entertainment options such as a caricature artist, a photo booth, a magician, and potentially an airbrush tattoo artist. All these activities will be fun ways for students to enjoy music and interact with each other.

Security Plan:

***\*\*\*\*\*\*\*\*\*\*\*\* Instructions \*\*\*\*\*\*\*\*\*\*\*\****If this event requires additional security, detail it here. Typically either the venue, or the security company will work directly with the event planners to establish the best security coverage. The SA Entertainment Event Managers can also assist in creating a security plan, and work with UB Police for on campus needs as well as other vendors.

Samuel’s Grande Manor will be providing the security. The cost is included in the venue contract. The venue typically employs US Security Associates for security and is quoted in the venue contract $250.00 for 20 guards.

**Security plan:**

We have two security guards stationed at the front door all night. During the time when Students start arriving 2-3 security guards stand by the ticket collectors and ID checkers. Samuel’s Grande Manor staff check ID’s for all arriving students…..

**Safety:**

Safety of EVERYONE is of paramount importance. No methods are to be employed that may compromise ANYONE’s safety.

It is the responsibility of ALL people working this event to raise any concerns they have, with anything they are concerned about, to those organizing the event.

Anyone that can prevent an unsafe situation is REQUIRED to respond to it, as long as it doesn’t place them or others in further un-safe conditions. Response can be either direct intervention if the person feels comfortable, or notification of any issue to others who can manager/remedy situation, such as venue staff or security guards.

Schedule of events for the night:

***\*\*\*\*\*\*\*\*\*\*\*\* Instructions \*\*\*\*\*\*\*\*\*\*\*\****The club can use the template DOS ([Daily Operations Schedule](https://sa.buffalo.edu/images/files/EventPlanning/3-TemplateDOS.xlsx)) excel document to generate the schedule below. If the event spans more than 1 day (including runtime, setup and teardown), make sure the schedule below reflects that.

|  |  |  |  |
| --- | --- | --- | --- |
| 12:00 PM |  |  | Access to venue |
|  |  |  | Volunteers arrive |
|  |  |  | Stage and sound arrives |
| 2:30 PM |  |  | Stage and Sound up and running |
| 2:45 PM |  |  | Performers Arrive |
| 3:00 PM |  | 4:30 PM | Rehearsal |
| 4:00 PM |  |  | Decorating |
| 4:15 PM |  |  | Ticket Office arrives |
| 4:30 PM |  |  | People can begin to lineup |
|  |  |  | All Club Executive Board onsite |
| 4:45 PM |  |  | Final check of all logistics |
| **5:00 PM** |  |  | **DOORS OPEN** |
| 5:00 PM | - | 5:45 PM | Volunteer Dinner |
| 6:00 PM | - | 7:00 PM | Cocktail hour |
| 7:00 PM | - | 7:30 PM | Performers on stage |
| 7:30 PM | - | 8:15 PM | Dinner |
| 8:15 PM |  |  | Bar reopens |
| 8:15 PM | - | 9:15 PM | Performances |
| 8:30 PM |  |  | DJ Arrives and Sets up |
| 11:15 PM |  |  | Bar Closes |
| 9:15 PM | - | 11:30 PM | Dancing / DJ Takes the stage |
| **11:30 PM** |  |  | **Event End** |
| 11:30 PM |  |  | Clean up/tear down |

***\*\*\*\*\*\*\*\*\*\*\*\* Instructions \*\*\*\*\*\*\*\*\*\*\*\****If any other pertinent documentation exists, it should be added to the end of this document. Items like B.E.O.’s, layout maps, quotes or any other items that someone would need to reference to successfully execute this event.

**Don’t forget to delete all of the Yellow boxes from this document when you are done!**