



## Suggested Running Sheet

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|-------|--|
| 6.30  | Venue Opens  |
| 7.00  | Welcome – Speeches<br>Explanation of fundraising Introduction and explanation of the rules   |
| 7.15  | Practice Round   |
| 7.20  | <b>Round 1:</b>  |
| 7.27  | Bonus Round  |
| 7.40  | <b>Round 2:</b>  |
| 7.47  | Bonus Round  |
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| 8.00  | <b>Break (silent auction)</b><br>Auction<br>Fundraising Game<br><br><u>Scoreboard Update</u> |
| 8.40  | <b>Round 3:</b>  |
| 8.47  | Bonus Round  |
| 9.00  | <b>Round 4:</b>  |
| 9.07  | Bonus Round  |
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| 9.20  | <b>Break (silent auction)</b><br>Auction<br>Fundraising Game<br><br><u>Scoreboard Update</u> |
| 9.50  | <b>Round 5</b>   |
| 9.57  | Bonus Round  |
| 10.10 | <b>Round 6</b>   |
| 10.17 | Bonus Round  |
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| 10.30 | Announce Raffles<br>Announce Game Winners<br>Prizes  |



## Logistics

### Front Door:

- Manned Desk with table numbers, change (coin and notes), money tin, receipts,
- Clip Board with list for email newsletter

### Table Packs:

- An explanation of services requiring funding
- List of rules, answer sheets.
- List all prizes and auction items;
- Menu (if applicable)
- Promotional Collateral

### Game Logistics

- Looking after the MC (drinks, rules, updated score),
- Hand out envelopes to the tables at the beginning of each round.
- Collect completed answer sheets
- Collecting money from guests during the extra games
- Assist in running extra games,

### Equipment:

- Laptop & charger
- Money tin
- Receipt book
- WhiteBoard & markers
- Projector
- Power Point Presentation