

# LINE OFFICER TRAINING “EVENT PLANNING”

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PRESENTED BY

DEPUTY JOHNSON

# DISCUSSION TOPICS

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- Temple Events
- Preliminary Planning
- Reporting Process
- Post Event Activities

# TEMPLE EVENTS

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## **Ceremonial**

Jubilee Day Program  
Fez Ceremony

## **Community Service**

Mother's Day Luncheon  
Christmas in May  
Veteran's Day Parade  
Christmas Initiative

## **Fundraiser**

Temple Fish Fry  
Potentate's Ball  
New Year's Eve Affair

## **Hospitality**

AAMU Homecoming Tailgate  
Louis Crews Classic Tailgate

# PRELIMINARY PLANNING

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- **Refer to the Temple Event Calendar to confirm date of events** (all Divan members should have a copy of the established Temple Calendar of Events)
- **Refer to the Temple Committee roster to confirm committee members** (all Divan members should have a copy of the established Temple committee roster)
- **Confirm Budget for event if expenses to the Temple are required** (all Divan members should have a copy of the approved budget for the year)
- **Schedule kickoff meeting with committee**
  - No less than 90 Days prior to Ceremonial, Community Service, or Hospitality Events
  - No less than six months prior to Fundraiser Events
- **Provide details for the event to the Deputy of the Oasis to submit Request for Dispensation no less than 60 Days prior to event** (details should include time, date, and location of event)

# PRELIMINARY PLANNING (CONTINUED)

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- **Develop Event Preliminary Report to bring before the Temple**
  - Present reports for Ceremonial, Community Service, and Hospitality Events to the Temple no less than 90 Days prior to event
  - Present reports for Fundraiser Events to the Temple no less than six months prior to event
- **Conduct a minimum of one committee meeting between regular Temple meetings**  
(Virtual or In-Person)



# REPORTING PROCESS

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- **Strongly encouraged to submit Preliminary Reports to the Treasurer for a courtesy review prior to it being submitted to the Illustrious Potentate for review.** (The Treasurer has historical data of past events and can provide recommendations that may assist you.)
- **Submit Preliminary Reports to Illustrious Potentate for review no less than 5 days prior to the regular Temple meeting in which it will be presented** (no exceptions)
- **Be prepared to provide updates for event during every regular Temple meeting after the Preliminary report has been presented to the Temple** (This should include current status activities, current financial status, planned activities until the next regular Temple meeting, and any issues that need to be resolved.)
- **A Final Report should be presented to the Temple at the next regular Temple meeting following the event** (This should not be an issue if proper record keeping is being implemented for said event. This report should also be submitted to the Illustrious Potentate no less than 5 days prior to the regular Temple meeting for review.)

# REPORTING PROCESS



All Divan members should have a copy of both Templates  
 Reports that are submitted are not in these templates will be rejected (no exceptions)

## Template for Event Requiring Financial Transactions

Show White Space; Report is due at next Temple Meeting after Temple Event reporting monies)

<b>REPORT OF:</b>			
<b>DATE OF EVENT:</b>			
<b>FUNDS RECEIVED FROM TREASURER:</b>		\$	-
<b>INCOME:</b>			
	Ticket Sales	\$	-
	Other Monies Received	\$	-
<b>TOTAL FUNDS RECEIVED FOR EVENT:</b>			\$ -
<b>EXPENSES:</b>			
	Facility Rental	\$	-
	Hotel	\$	-
	Caterer/Food	\$	-
	Hospitality	\$	-
	Security	\$	-
	Band/Disk Jockey	\$	-
	Decorations	\$	-
	Ticket Printing	\$	-
	Contract Review Fee	\$	-
	MISC.(list)	\$	-
	<b>Funds owed back to Treasurer</b>	\$	-
<b>TOTAL EXPENSES:</b>			\$ -

## Template for Event Not Requiring Financial Transactions

	<b>AL AZHAR TEMPLE #195</b> P.O. Box 3068 Huntsville, AL 35810 <b>Lathan B. Strong, Illustrious Potentate</b>	 A.E.A.O.N.M.S.

# POST EVENT ACTIVITIES

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- **Closeout any event financial transactions prior to next regular Temple meeting.**
- **Conduct an After-Action Meeting for event prior to next regular Temple meeting.**  
(virtual or in-person)
- **Submit Final Report to the Treasurer for a courtesy review prior to it being submitted to the Illustrious Potentate**



## QUOTE OF THE DAY....

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*“A failure to plan is a plan to fail.”*

- A. Smart Noble

# QUESTIONS?

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