



ST. JOSEPH'S INSTITUTION INTERNATIONAL

EVENT PLANNING GUIDE

Here are a few things to consider as you are starting to plan your event:

LOCATION

- Book a fun, but low cost venue. Some options:
 - A public park for a picnic
 - A reserved area/private room in a bar or restaurant
 - A convention/meeting/event space
 - A hotel suite or conference room
 - A venue at a private club
 - A private home (there might be a willing alum!)
- Is your location near public transport or cheap/free public parking?
- Is it the right size for the group (not too big—it'll seem empty!)?
- Do you have to put down a deposit at the venue? Is it refundable?
- If it's a ticketed event, when do you have to confirm numbers with the venue?
- Does it have A/V equipment if necessary?
- Does it cost extra to use the A/V equipment? Do they provide a technician? Is that an additional cost?
- Is there space to have a registration area/food area?
- Are there additional fees that you need to be aware of (gratuity, taxes, cleaning fees, set up/break down fees, overtime, etc.)?

PRICING

- How many tickets do you have to sell to break even? What if you don't sell that amount?
- Will ticket prices include food and beverage? What other activities are included/not included?
- How will you fund venue/catering deposits?
- What is the latest date you can pull out from the venue and caterer?

- What is the latest RSVP date for attendees to ensure you are able to get your deposit back?

FOOD AND BEVERAGE

- Does it have food and beverage minimums? (this is the minimum amount your group must spend at the venue or it will be charged the difference)
- Do you have to use a certain caterer? If not, does the venue have recommendations?
- Does the caterer provide cutlery, plates, glasses, etc? How are these items charged?
- Will guests pay at the bar or do you want their tickets to include food and drinks?
- Can you bring in your own alcohol? Is there a corkage fee?
- Can you bring in your own food (at non-restaurant venues)?
- Ensure that you do not serve minors alcohol.

MISC

- Will you have Lucky Draw prizes? If yes, what will you use for the prizes? Remember, anything that reminds you of SJI International or Singapore is sure to be a hit!
- Items to bring to the event:
 - Slideshow of photos or photo boards
 - SJI International yearbooks for display
 - Lucky Draw bowl
 - Nametags
 - Sharpies
 - Guestlist
 - Lucky Draw prizes

SJI INTERNATIONAL ALUMNI OFFICE SUPPORT

We are here to help support you when planning your reunion, event, or gathering.

Complete our form with your event details. Information we will need:

- Name of event

- Class year or class years targeted
- Date(s) and time(s)
- Location(s)
- Any other important details (links to an event website, a Facebook event page)

The SJI International Alumni Office will:

- Advertise your event on the alumni website events page and in the alumni eNewsletter.
- Promote your event event on the SJI International Alumni Facebook page

Make sure to check out our helpful [checklist](#) for setting up an event.

Thank you for efforts at keeping your class and school mates together.

Your support matters to us.