

Birthday Celebrations 2003 Agenda

Celebration

- Workshops
 - Introduction to show (should be given as a speech to all of the audience)
 - Explaining reason for paadukas
 - Discussion on self-development
 - Discussion on future items in the symposium
- Stage Show
 - What content to provide and by whom?
 - Scheduling
 - Should we have a full dress rehearsal?
 - How are we going to ensure performers turn up on the day?
- Team allocations (**main focus**)
 - Stage Team
 - Stage Manager(1 person)
 - Runner(1 person)
 - Props movers(2 people)
 - Technical Manager (Provided with hall)
 - Food Team
 - Team Leader (1 person)
 - What else?
 - Sevadal Team
 - Team Leader (1 person)
 - Negotiation Person (1 person)
 - What else? Functions to be brainstormed and allocated to members who turn up on the day
 - This team may need to be broken down due to the large amount of work and people to manage
- Building up plans of how each team will manage their area (to be provided by each team leader)
 - Plans provided by:
 - Stage Team
 - Food Team
 - Sevadal Team
- Communication structure fully outlined i.e. who to report to
 - Need for briefing to all volunteers on the day of the celebration on communication structure and who is responsible for what
 - Need to convey how each team will carry out their allotted tasks
- Internet Site Viewing
 - Get computer from where?
 - Does the hall have a telephone connection in it?

- Need to have something to place around computer to produce a booth
- Security? Sevadal members needed for this!

Website – www.sathya.org.uk/birthday

- Website promotion – liaison with sathya.org.uk promotion team
 - Banners
 - What to include on them
 - Where to put them
 - Review of speech
 - Website address needs to be included on invitations

- Website birthday content
 - Schedule needed
 - About celebration page to be written
 - What information do sevadal members need?
 - Do we need a section for administration? What content?
 - Need to obtain address and times of the celebration
 - Discussion will be interactive but needs to be constrained to allow automation
 - What do we want to know
 - What answers can we restrict the user to

- Perry Bar and Wolverhampton Groups Involvement
 - Who will input events?
 - Who will be responsible for birthday content?