

Alkhayiroun Charity Dinner – Management

General Details:

Date: Saturday February 24th 2024 | 24/02/2024

Venue: Intercontinental Phoenicia Beirut Hotel, Beyrutus Hall

Official Event Time: 7:00 PM – 10:00 PM

Volunteer Attendance Time: 3:00 PM - 11:00 PM

Expected Attendance: 100 Person

Description:

Get ready to embark on a transformative evening of compassion and collaboration at our upcoming charity dinner! As we gather to make a positive impact on the lives of those in need, your dedication and teamwork will be the driving force behind the success of this event. Each one of you plays a crucial role in bringing our shared vision to life, demonstrating leadership in your respective tasks, whether it be organizing logistics, managing guest interactions, or ensuring the smooth flow of the program. Remember, this endeavor is a testament to the trust we place in your capabilities. Together, let's create an atmosphere of warmth and generosity, showcasing the power of unity and collective effort. Your commitment to Alkhayiroun's mission is truly inspiring, and we look forward to celebrating the spirit of giving with you all.

Event Type	Duration	Time
Reception	30 min	7:00 - 7:30
Lebanese Anthem + Opening Letter	10 min	7:30 - 7:40
Ferka Show	40 min	7:40 - 8:20
Food: Appetizers (Passive)	-	-
Clear Stage + Introduction of Speakers Letter	5 min	8:20 - 8:25
Speaker 1 + Speaker 2 + Introduction To Video	20 min	8:25 - 8:45
Alkhayiroun Video	10 min	8:45 - 8:55
Introduction of Speakers; Speaker 3; Open Food Break	10 min	8:55 - 9:05
Food: Salad + Main Course + Drinks (Juice & Soft Drinks)	30 min	9:05 - 9:35
Speaker 4 + Trivia Questions + Gifts	25 min	9:35 - 10:00
Food: Dessert + Drinks (Coffee & Tea) (Passive)	-	-
Ending Letter + Mentioning Sponsors ; Opening of Exhibition	5 min	10:00 - 10:05
Exhibition	60 min	10:00 - 11:00
Distribution of Souvenirs (Passive)	-	-

Tasks:

1- Preparation:

- Arrange the hall (decoration, projections, branding, banners, logos...)
- Organize the tables arrangement
- Arrange the stage setup
- Test projectors and speakers
- Set up exhibition

2- Check-in + Guidance:

- Direct attendees arriving at the hotel to our event's hall
- Register attended individuals

3- During The Event:

- Manage overall event proceedings
- Capture photos & videos
- Monitor food distribution
- Manage event timeline

4- Exhibition:

- Oversee general operations
- Capture photos & videos

5- End of Event:

- Control access to doors
- Distribute souvenirs

Teams:

Team A: Check-in & Check-out + General Management

Estimated Members: 12 +1 Team Leader

Check-in Movement: (7:00 – 8:00)

- 2 members checking in attendees
- 6 members guiding the attendees to the hall
- 4 members escorting attendees to their designated table

During Event Movements: (8:00 – 10:00)

General Management:

Act 1: - 5 Join outreach team (*Team C*)

Act 2: - 2 Stay on main door entrance and prohibit the entrance of non-paid attendees; give souvenirs for attendees leaving early.

Act 3: - 2 Roam around outer pathway for guidance of late individuals and general protection; guide attendees to toilets.

Act 4: - 3 Manage Alkhayiroun's booth in the exhibition.

Check-out Movement: (10:00 -11:00)

- 4 members distributing souvenirs.
- 6 members on farewelling individuals and guiding to exit.
- 2 Manage Alkhayiroun's booth in the exhibition.

Team B: Logistics

Estimated Members: 6 +1 Team Leader

1- Catering Logistics:

Estimated Members: 2

The member in this team is responsible for abiding by the timeline of food on tables; ensuring that every person got his dish on time; coordinating with hotel chefs and waiters.

2- Exhibition Logistics:

Estimated Members: 2

Members in this team are required to manage the exhibition coordination and ensure a smooth flow; contact hotel employees for tables, covers and chairs if needed; manage relations with exhibitors; check items and products displayed.

3- Audio-Visual Setup:

Estimated Members: 2

Members in this team are responsible to ensure proper functioning of audio-visual equipment for speeches and videos; display logos and banners on projectors; control music and audio in their designated times.

Team C: Outreach

Estimated Members: 4(later in event at 8:00PM) +1 Team Leader

Members in this team are required for public relations and volunteer coordination. They are responsible to check the attendance list from *Team A*. Also, they are responsible to check for the attendance of volunteers and oversee the implementation of volunteer tasks and team divisions. They are also responsible for managing any unseen problems that might occur during the event.

Team D: Event Photography/Videography

Estimated Members: 2

Capture memorable moments to document and share the event's impact. Document all speeches, shows arrival of people, exhibition, food, team pictures, volunteers in action...

Important Notes:

At the event, it is strictly prohibited to bring any promotional products or banners. Additionally, it is vital to emphasize the significance of time management and punctuality, ensuring volunteers attend promptly according to their assigned schedules.

Volunteers scheduled to arrive at 5:00 PM are kindly requested to be present at the venue promptly, without any delays. This is particularly crucial as there is an important workshop scheduled for that time, and timely attendance is essential to ensure its smooth commencement and progression.

Professional Code of Conduct for Volunteers:

- Volunteers are ambassadors of the event and should conduct themselves with professionalism at all times.
- Maintain a friendly and approachable demeanor when interacting with guests, organizers, and fellow volunteers.
- Communicate respectfully and effectively, listening attentively and responding courteously to inquiries or requests.
- Follow instructions from event organizers promptly and diligently, ensuring tasks are completed efficiently and accurately.
- Demonstrate reliability and punctuality by arriving on time for shifts and fulfilling commitments with dedication and enthusiasm.

Attire Guidelines for Volunteers:

- Dress in formal attire that aligns with the event's dress code and reflects the occasion's elegance and sophistication.
- Ensure attire is clean, pressed, and free of wrinkles or visible stains to maintain a polished appearance.
- Pay attention to grooming and personal hygiene, presenting a neat and well-groomed appearance.
- Modesty in attire is essential, with volunteers encouraged to select outfits that provide adequate coverage and avoid excessive skin exposure especially for girls.

Secondary Notes:

Event Emergency Procedures:

1. Fire Emergency Procedures:

- **Stay Calm and Alert:** In the event of a fire, remain calm and alert to ensure a swift and organized response.
- **Activate Alarm:** Immediately activate the fire alarm system by breaking the nearest glass alarm pull station. This action will signal the emergency and alert occupants to evacuate.
- **Assist Guests:** Volunteers should assist guests in evacuating the building through the nearest emergency exit. Always prioritize the safety and well-being of guests, guiding them calmly to safety.
- **Designated Assembly Point:** Escort guests to the designated assembly point outside the hotel. Ensure everyone is safely accounted for and away from the building.
- **Communicate with Emergency Services:** Once at the assembly point, contact emergency services by dialing the appropriate emergency number (e.g., 911) and provide them with accurate information about the situation.
- **Wait for Further Instructions:** Remain at the assembly point until emergency services give the all-clear or further instructions.

2. Earthquake Emergency Procedures:

- **Drop, Cover, and Hold On:** In the event of an earthquake, immediately instruct guests and staff to drop to the ground, take cover under sturdy furniture, and hold on until the shaking stops.
- **Evacuation if Necessary:** If the building is compromised or if instructed to evacuate, guide guests and staff to the nearest exit, prioritizing safety at all times.
- **Mind Falling Debris:** During evacuation, watch for falling debris and potential hazards, guiding individuals away from danger zones.
- **Check for Injuries:** After the earthquake, assess for injuries among guests and staff. Provide first aid if necessary and contact emergency services for medical assistance if injuries are severe.
- **Secure the Premises:** If possible and safe to do so, secure the premises to prevent further hazards such as gas leaks or electrical issues.

3. Injury or Medical Emergency Procedures:

- **Assess the Situation:** Upon discovering an injured or ill individual, assess the severity of the situation and the immediate needs of the person.
- **Provide First Aid:** Administer basic first aid if you are trained to do so, ensuring the comfort and safety of the injured person while awaiting professional medical assistance.
- **Contact Emergency Services:** If the injury or medical emergency is serious, promptly contact emergency services and provide them with accurate information about the situation, including the location within the hotel.
- **Coordinate with Hotel Staff:** Inform hotel staff members about the situation and any assistance required, ensuring a coordinated response to support the affected individual.
- **Maintain Privacy and Dignity:** Respect the privacy and dignity of the injured person throughout the process, maintaining professionalism and empathy in all interactions.
- **Follow Up:** After the situation is resolved, follow up with the individual to ensure they receive any necessary further assistance or support.

Remember, your warmth, kindness, and professionalism are key elements in creating a memorable experience for our valued attendees. In every interaction, you embody the spirit of our aims, and your commitment to excellence reflects not only on yourselves but also on Alkhayiroun's image. Upholding the highest standards of conduct, treating each attendee with respect and courtesy, your genuine care and smiles will undoubtedly leave a lasting impression, exemplifying the true essence of our charitable mission. Thank you for your unwavering dedication and invaluable contributions. Your efforts truly make a difference and are deeply appreciated.