**FSWC and Tampa Chapters BBQ Dinner Fundraiser Planning Meeting Agenda for FSWC and Tampa Chapters BBQ Dinner Fundraiser Planning Meeting**

**Meeting Objective: Discuss and finalize a collaboration plan for hosting a BBQ dinner fundraiser to benefit both chapters.**

**1. Goals and Objectives of the Fundraiser (10 minutes)**

* **Share the vision for the BBQ dinner fundraiser.**
* **Define the fundraising goal (e.g., monetary target, community engagement).**
* **Discuss how the collaboration will benefit both chapters.**
  + **Will bring awareness of both chapters and will hopefully bring in more members**

**2. Venue and Date (10 minutes)**

* **Propose potential venues, including costs and capacity.**

Seminole Garden Center

submit the Facility Use Permit, Rules and Regulations Agreement, 501(c)(3) certificate (if applicable), and a $650 deposit. Reservations are first-come, first-served, based on deposit payment, which can be made via card or check (no transaction fee).

A 4-hour rental minimum applies, and the deposit includes room rental, attendant fees, and a refundable $200 damage deposit.

* Setup/cleanup time must be within the rental period, and events must end by 10 PM (cleanup by 11 PM).
* Security is required for events over 50 people, with alcohol, or after 6 PM ($37.50/hour).
* Kitchen use costs $100 unless using approved caterers; alcohol requires licensed caterers and appropriate permits.

Vendors must sign agreements and provide insurance certificates.

* Holds up to 70 people

Grace Church Canterbury Hall Rental- 15102 Amberly Drive, Tampa, Florida 33647,:

* Friday or Saturday: $2,200
* 8 hours of venue use
* Indoor reception for up to 200 guests
* Outdoor cocktail space
* Standard linen package (guest tables, auxiliary tables, napkins)
* 1-hour ceremony rehearsal
* Venue host
* Cleaning and sanitation
* Setup and breakdown of tables and chairs
* Round guest tables, rectangle side tables, and gold Chiavari chairs

Sunday: $2,000

Same inclusions as above

Events and setup must take place after 2 PM

Monday -Thursday: $1,800

Same inclusions as above

**May 17th 2025 is current working date for BBQ fundraiser.**

**3. Budget and Fund Allocation (15 minutes)**

* **Provide a preliminary budget breakdown.**
* **Discuss how funds raised will be allocated between the chapters.**

**4. Potential Roles and Responsibilities (10 minutes)**

* **Proposed responsibilities for FSWC and Tampa chapters.**
* **Event Logistics Committee would :**
  + Finalize venue, date, and time.
  + Oversee permits and compliance if necessary.
  + Ensure smooth communication between both chapters.
  + Track progress on tasks and report updates.
* **Food and Beverage Committee would :**
  + Plan the menu and secure caterers or volunteers to prepare food. (Christine’s husband Josh, Rosslyn Kenidy for Statewide own their own/work for a place that can Cator)
  + **Menu planning: BBQ options, sides, drinks, and dietary accommodations. E.G Hamburgers/hotdogs, Mac & cheese, ribs/chicken, rice and beans etc**
* **Marketing and Promotions Committee would :**
  + Design flyers, social media posts, and other promotional materials.
  + Manage outreach to local businesses and media.
* **Volunteer Coordination Committee would:**
  + Recruit and create and manage a volunteer schedule.
  + **Estimate the number of volunteers needed.**
  + **Discuss roles for volunteers (e.g., setup, ticket sales, food service, cleanup).**
* **Entertainment and Activities Committee:**
  + Secure entertainment (bands, DJs, games).
  + **Discuss potential collaborations with local artists or businesses.**
  + Plan and organize additional activities (raffles, auctions).
* **Finance Committee:**
  + Manage budget and track expenses.

**5. Ticket Sales and Pricing (10 minutes)**

* **Propose ticket pricing and options (e.g., individual tickets, family packages).**
* **Discuss online and in-person ticket sales platforms.**

**6. Marketing and Promotions (10 minutes)**

* **Ideas for promoting the event (social media, flyers, local news).**
* **Discuss how each chapter can contribute to outreach efforts.**

**7. Last minute Questions (10 minutes)**

* **Address any concerns or additional ideas from attendees.**
* **Gather feedback on the proposed collaboration and fundraiser plan.**

**8. Next Steps and Follow-Up (5 minutes)**

* **Assign action items and deadlines for committees.**
* **Schedule the next planning meeting.**