**BOWLS SA CLUB RESOURCE:** **AGM RUNSHEET TEMPLATE**

**Document instructions**

Use this template to help plan your AGM day. It should include all the key information about the day – what, who and when and be provided to those who are involved with setting up and running the meeting. Adjust as needed.

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| **AGM Details** | | | |
| Date: |  | Location: |  |
| Time: |  | Planner/Manager: |  |

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| **Key Contacts**  *Instructions: list the contact details for any key people or providers of support for the meeting* | | | |
|  | **Contact** | **Phone** | **Email** |
| Venue: |  |  |  |
| Catering: |  |  |  |
| Bar Manager: |  |  |  |
| AV: (if using) |  |  |  |
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| **Timings** | | |
| **Time** | **Task / Details** | **Who** |
| TBC | Transport equipment to venue (if required)   * *Refer to what to take doc* |  |
| TBC | Access venue |  |
| TBC | Volunteers arrive to assist with set up meeting space |  |
| TBC | Venue set up   * Welcome area   + Attendance list   + Any handouts * Room dressing   + Signage/Banners * Table and chairs settings   + Presidents/chair and minute taker table   + Attendees seating * Microphones and AV (if using) |  |
| TBC | AV Sound check and requirements (if using) |  |
| TBC | Caterers arrive and prepare food (if providing)  Bar staff arrive |  |
| TBC | AGM set up is completed |  |
| TBC | Meeting officials arrive (if they haven’t already)  - President/Chair  - Minute Taker  - Scrutineers |  |
| TBC | Members and Special Guests start arriving and signing in |  |
| TBC | First call  5min warning that the meeting is about to start |  |
| TBC | House keeping |  |
| TBC | **AGM starts - Welcome** |  |
| TBC | **Meeting as noted in the agenda** |  |
| TBC | **Elections** |  |
| TBC | **AGM closes** |  |
| TBC | After meeting activities/socialising |  |
| TBC | AGM Pack down of meeting |  |

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| **Additional Supports** | | | |
| **What** | **Details** | **Reasonability** | **Copy** |
| Timings | Outlines the order of the day |  |  |
| Runsheet | Outline of what needs to be taken to venue |  |  |
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| **To take list:** | | |
| Item: | Number of: | Who: |
| **Paperwork** |  |  |
| * Agenda and any other supporting reports |  |  |
| * Previous year’s minutes |  |  |
| * Annual Report |  |  |
| * Attendees list |  |  |
| * Apologies list |  |  |
| * Copy of the constitution |  |  |
| * Voting instructions |  |  |
| * List of those nominating |  |  |
| * Voting slips (if required) |  |  |
| * AGM Runsheet |  |  |
| * Contact details of key people attending |  |  |
| * Banners – Clubs, sponsors |  |  |
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| **Just in case items** |  |  |
| * Pens |  |  |
| * Paper |  |  |
| * Sticky tape |  |  |
| * Bluetac |  |  |
| * Scissors |  |  |
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