**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
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| * 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
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| * Banners – Clubs, sponsors
 |  |  |
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| **Just in case items** |  |  |
| * Pens
 |  |  |
| * Paper
 |  |  |
| * Sticky tape
 |  |  |
| * Bluetac
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| * Scissors
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