

RAMS Christmas Party Model



This document has been constructed following the successful planning and execution of the 2021 RAMS XMAS Party and serves as a model for future events. While the 2021 RAMS Christmas Party was a huge success there were errors made and lessons learned. This document contains the learnings of this event and volumes and quantities required.

Please ensure any future learnings are captured and added to this document.

This document is owned and updated by the RAMS Secretary. Please email secretary@rams.asn.au to have this updated with any suggestions.

Details of the 2021 RAMS Christmas Party

Venue	Henry Ziegenfusz Park, Cricket Club
Type of Function	BBQ, Salads, deserts, coffee Sit down (tables and chairs with cutlery)
Date / Time	Sunday 5 th December, 2021 @10:30am Festivities started at 11am Food commenced at 12 noon Event concluded at 2pm
People Required	Treasurer (receipt payments and send invitations) Auctioneer Auctioneer helper (to hold up items being auctioned) Auctioneer assistant (to keep track of who purchases what) Kitchen helpers x 3 BBQ Cooks x 2 Setup Tables / chairs / cutlery x 3
Order of events	The order of the events worked particularly well as it got all of the formalities, prizes, quizzes out of the way so the lunch can be enjoyed and everyone can mingle then disperse when ready; <ol style="list-style-type: none">1. President welcome speech2. Presentation of Special Awards3. Presentation of OBE Awards (Over Bloody Eighty)4. Drawing of lucky door prize5. Auction6. Lunch7. Close / cleanup
# Attendees	44 in total 30 men 11 women 3 Children

Christmas Sub Committee

The appointment of a Christmas Sub Committee, separate to the RAMS Committee, to focus on the event planning was **critical** to the event success.

With the Annual General Meeting being held early August and the newly elected committee only starting to settle into their roles it is too much pressure on the new committee to perform their role as well as organise a successful Christmas party.

- Appoint Christmas Sub Committee 2 months out from the desired date of the Christmas Party
- Christmas Sub Committee to contain 2 people at a minimum initially. These two members then roped in another 2 people to help as it got closer to the time.
- Share this document with the Christmas Sub Committee
- RAMS Secretary to meet with Christmas Sub Committee as needed (perhaps twice)

Quantities

The following table represents an appropriate estimate of the portion size/quantity per person. This is an accurate measure of what was consumed.

		Per Person		
Food	Steak	200	grams	Will need to be cut prior to cooking to ensure portion size is correct
	Sausages	1.27	each	
	Onions	0.06	grams	
	Tomato sauce	30	grams	
	Salads	30	grams	
	Rolls	1	each	
Incidentals	Plates - Crockery / Paper	1	each	
	Paper Serviettes	3	each	
Drinks	White wine	0.09	mls	
	Beer - James Boag lite beer	0.7	each	
	Soft drink	0.7	each	
Utensils	Crockery - plates, knives, forks and spoons in clubhouse	1	each	
	Bowls for salads	1	each	

Critical Dates / Timings

T = Event date

- T-8 weeks appoint Christmas Sub Committee
- T-7 weeks identify date of event and confirm venue
 - Make RSVP T-1 week to allow time to confirm number of attendees and commit to suppliers to order correct quantities and pickup dates)
- T-6 weeks
 - confirm invitation process and receipting of funds
 - notify members of event and how to purchase tickets
- T-4 weeks: Have a good idea of suppliers of meat / salads / deserts
- T-2 weeks out from event perform rough inventory on ingredients required versus what is in stock at The Hangar, ie. Sauces, coffee, etc.

Ingredients Checklist

Similar to the list of items under Quantities, this list forms more of a checklist to ensure all items are considered and allowed for;

FOOD	Steak	Quality vs. price of the steak is important so long as the portion size is controlled. If not managed closely this will have a significant impact on the profitability of the event as this is the single biggest cost. Recommend: Rib Eye fillet @\$59.99kg
	Sausages	
	Onions	
	Tomato sauce	
	Mustard	
	Oil	
	Salads	
	Rolls	
	Margarine	
	Desserts	
	Tea/Coffee	
	Sugar	
	Milk	
Incidentals	Paper Plates	
	Paper Cups	
	Plastic Wine glasses	
	Paper Serviettes	
	Cling Wrap	
	Raffle Ticket books	
	Prizes – Lucky Door and Quiz	
Drinks	Red wine	Don't get. 90% left over
	White wine	
	Beer	James Boag lite beer bottles were almost all consumed XXXX Beer cans were not consumed. Try same beer but in bottles
	Soft drink	Don't get Zero Sugar drinks – not consumed Try to get bottles not cans Coke / Lemonade Fanta was not popular
	Ice	
Utensils	Crockery - plates, knives, forks and spoons in clubhouse	
	Bowls for salads	
	Serving platters for desserts	
	Cake server for dessert	
	Ice Cream scoop	
	Two jugs were at clubhouse for water	
	Scissors and knives at clubhouse	
Pam provided table cloths		

What was purchased from where

What	From where
Prizes (Scratchies)	Bloomfield Street Newsagency
Beef Sausages (60)	Coles
Beer	Dan Murphys
Wine	
Wine Glasses	Kmart
Raffle Tickets	Officeworks
Steaks	Redlands Meat Hall
Salads	Salads Made Fresh
Prizes	Variety House
Soft Drink	Woolworths
Deserts / Bread	
Coffee / Sugar	
Bread Rolls	
Paper Towels & Supplies	

Lessons Learned from 2021 XMAS Party

1. Auction Results:

- a. *Unfortunately* we were very effective in cleaning up the Cricket Club after our event, so much so, we also cleaned up Bev Cheeseman's sheet that she was recording the results of the raffle. This means it will be an honour system as to when the remaining successful bidders pay up their auction winnings...

Recommendation: Ensure the person working alongside the auctioneer has a separate recording mechanism for results of the auction.

- b. Ensure all donations to the raffle are **very clear** to the person making the donation that it is either provided FREE (no reserve price) or on CONSIGNMENT (with a reserve price);
 - i. We had an issue 4 weeks after the Christmas Party where the committee was approached by a disgruntled member advising they had not received their reserve price (\$50) from a donation of a plane. As the communications of the financial result of the Christmas party had already been communicated this impacted the final profitability of the night.

2. Ordering quantity:

a. Drinks:

i. Soft Drink / Beer

1. Almost all of the bottled drinks were consumed (4% left over). 73% of the canned beer was left and 63% of the canned soft drink was left. **Recommendation:** Try and order bottles in future
 - a. Work out drinks on the basis of per person consumed at the party;
 - i. 0.68 Soft Drinks
 - ii. 0.18 Beer (XXXX Cans)
 - iii. 0.52 Beer (James Boags lite)
2. The Zero Sugar soft drink (Coke) was barely touched. **Recommendation:** Only purchase regular drinks, not speciality drinks.

3. James Boag lite beer seemed to be a popular choice and was almost all consumed
 - ii. **Wine**
 1. Red wine was barely touched (90% unused) while the whole cask of the white wine disappeared ! **Recommendation:** Only purchase white wine and make sure it's a 4 litre
 - iii. **Meat:**
 1. In our post event debrief we realised the language we used with the butcher was mismatched which resulted in us talking to the butcher in '# of portions' and physical sizes of those portions, whilst the butcher was just talking about weight. This resulted in us over ordering the amount of meat required for the event.
 - a. The over ordering was partially offset by \$100.30 as I purchased back off the club 1.672 Kg of meat at \$59.99/kg to use back home. This income to the club is included in the end profit result
 2. Type of meat: The type of meat flagged by the butcher for purchase was eye fillet and at \$59.99/kg was over the budgeted \$26.99/kg for rump steak. **Recommendation:** This is a tough one to call, the meat was fantastic and everyone had a great time with no complaints. Question is, would I go for a cheaper cut in future?... probably not. I think I would just manage the portion size and number of portions more closely.
- b. **Salads:**
- i. The salads were incredible however we ordered 35% too much. All remaining salads were donated to '[Night Ninjas](#)' who help feed the homeless so at least nothing went to waste. Out of 20kg of salad ordered (6 varieties) 7kg of salad was left over. **Recommendation:** Allow 30g of salad per person in future calculations (45g per person was ordered).
 - ii. The varieties were good however the Curry Pasta was notably not a favourite as half was left over.

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