

FUNDRAISING EVENTS GROUP
IN ASSOCIATION WITH
LIP SYNC BATTLE FUNDRAISERS
PROUDLY PRESENT

LIP SYNC LEGENDS



HERE'S HOW IT WORKS...

CLUB ROLES

FUNDRAISING
EVENTS GROUP

5. LIP SYNC LEGENDS CLUB ROLES

CLUB ROLES | COMMITTEE

A Club will elect a **Promoter/Organiser** and some people in **Event Operations** and **Media Operations** to work on the Project and Fundraiser. Please see people required below:

- **ROLE 1 | The Promoter/Event Organiser**
THE CLUBS MAIN ORGANISER OF THE EVENT
- **ROLE 2 | The Finance Manager**
MANAGING THE FINANCES
- **ROLE 3 | Event Executive Producer**
CONTESTANT & PRODUCER MANAGEMENT
- **ROLE 4 | Event Tickets/Box Office Management**
YOUR JOB IS TO MANAGE TICKET SALES
- **ROLE 5 | Media, PR & Marketing**
ADVERTISING & PROMOTING THE EVENT LOCALLY,
CREATING THE BUZZ ...
- **ROLE 6 | Sponsorship & Advertising Manager**
KEY SPONSORS, CONTESTANT SPONSORS,
ADVERTISING INSERT



CLUB ROLES | COMMITTEE

ROLE 1 | The Promoter/Event Organiser

THE CLUBS MAIN ORGANISER OF THE EVENT

This is the Main Organiser of the Event elected by the Club and Committee. Their duties will include Booking the Venue/Hotel for the Event, and co-ordinating the Sub/Event Committee from the Club. Liaising and dealing with the Event Managers at Fundraising Events about the General Event will also be part of this role and recruiting Members for other various roles including Event and Media. Ticket Sales and Sponsorship will be a large part of the success of this event. It is recommended that the Promoter of the Event will create several positions on the Committee including Event and Media duties.

YOUR CONTACT AT OUR COMPANY

EVENT OPERATIONS | Fundraising Events Group

Jimmy Bouchier

EVENT OPERATIONS MANAGER

t: eventops@fundraisingevents.ie

e: 085-8505917

ROLE 2 | The Finance Manager

MANAGING THE FINANCES

The Finance Manager will be responsible for accounting for all the Revenues of the Event and payments out. We will work with this person to maximise the Revenues and Profits from this event.

Main Finance Categories:

- Revenue Streams
- Ticketing & Donations Information
- Major Sponsorship Invoices
- Fee Invoices (FEG)
- VAT Options (Professional Fee/Outlay Budget)

YOUR CONTACT AT OUR COMPANY

EVENT OPERATIONS | Fundraising Events Group

Karen Kirwan

ACCOUNTS MANAGER

t: accounts@fundraisingevents.ie

e: 01-8343300

CLUB ROLES | COMMITTEE

ROLE 3 | Event Executive Producer

CONTESTANT & PRODUCER MANAGEMENT

One of the most important roles, The Executive Producer of this Event will be responsible for working with our Stage Show Producer to co-ordinate and manage all the Contestants and Acts. They will be responsible for registering the Contestants from the Club/Organisation and ensuring everyone knows when and where to be on Training Nights, Launch Nights, and the Live Show. They will also deal with all Contestants Matters and Concerns and work with the Dance Crew Choreographers to ensure everyone is sorted for the big night.

Each Act should have an On Line Donations Page such as Go Fund Me. Contestants are then encouraged to promote the link to Family and Friends on Social Media Channels. We will have a Personalised Act Poster Post on our Facebook Page which can be shared for promotional purposes and Act Support.

YOUR CONTACT AT OUR COMPANY

EVENT OPERATIONS | Fundraising Events Group

Donna Murphy

STAGE SHOW EVENT PRODUCER

t: dance@fundraisingevents.ie

e: 087-3221120

> DANCE TUITION

> STYLE CONSULTATION

ROLE 4 | Event Tickets/Box Office Management

YOUR JOB IS TO MANAGE TICKET SALES

Usually, Tickets are sold by several methods and there can be Tickets for Attending and Tickets for Supporting (Usually a Prize would be offered for purchasing one of these). Tickets are average priced at €25 and selling 750+ Tickets for Attending and as many for the Support is targeted. Methods for Ticket Sales are usually Contestants Allocation (10 per Contestant), Box Office Outlets (such as the Club Bar/Local Shop), and online allocation on platforms such as GR8 Events). It is important to allocate a Person or Team to co-ordinate and maximize Ticket Sales.

YOUR CONTACT AT OUR COMPANY

EVENT OPERATIONS | Fundraising Events Group

Box Office

BOX OFFICE MANAGER

t: boxoffice@fundraisingevents.ie

e: 01-8343300

CLUB ROLES | COMMITTEE

ROLE 5 | Media, PR & Marketing

ADVERTISING & PROMOTING THE EVENT LOCALLY, CREATING THE BUZZ ...

Advertising your Event is vitally important. Clubs have lots of Social Media Platforms such as Facebook & Instagram/Web Sites. Our Media Operations Manager will produce everything from Event Posters, Banners, Personalised ACT Posters, and Post Event Edits of the Night itself. From the Launch Night for recruiting Contestants, to the Live Show for selling Tickets this is a very important part of your Event. It is important to have a person in charge of this area. Someone who has great knowledge of Social Media would be ideal for this Club Role.

YOUR CONTACT AT OUR COMPANY

EVENT OPERATIONS | Fundraising Events Group

Fiona Keogh

MEDIA OPERATIONS MANAGER

t: mediaops@fundraisingevents.ie

e: 086-0813409

ROLE 6 | Sponsorship & Advertising Manager

KEY SPONSORS, CONTESTANT SPONSORS, ADVERTISING INSERT

There are so many Sponsorship opportunities in this event. Both Club and the Contestants will target Sponsorship and Advertising. The Club will target Main Event and Premium Sponsors, plus as many Advertisements from Local Businesses and Club Members as possible. The Contestants will try and get Personal Sponsors and Act Sponsors for their Acts Revenue. It is important to have a Manager for this and this person will be responsible for working with our Media Operations Manager on Books and Screen Graphics for the Event. Someone with knowledge of Dropbox, our Main Administration System, would be ideal for this Club Role.

YOUR CONTACT AT OUR COMPANY

EVENT OPERATIONS | Fundraising Events Group

Fiona Keogh

MEDIA OPERATIONS MANAGER

t: mediaops@fundraisingevents.ie

e: 086-0813409







FUNDRAISING EVENTS GROUP

Fundraising Events Group in association with **Lip Sync Battle Fundraisers**

CONTACT THE EVENTS TEAM NOW

t: 01-8343300 | **m:** 085-8505917 | **e:** info@fundraisingevents.ie

www.lipsyncfundraisers.ie

www.fundraisingevents.ie

