

PROPOSAL SUMMER EVENT 12th AUGUST 2012

Event: 2012 Nigerian (African?) Schools & Organisation Summer Sports Day Collaboration

Date: Sunday 12th August 2012

Venue: Norman Park- Bromley (booked)

Vision: To be agreed

Road map/key milestones: To be agreed

Objectives: To be agreed

Suggested Key steps of the project:

1) Formulation & conceptualization

1.1 The Vision (Collaboration: schools/products of schools of Nigerian? African Origin?)

2) Invitations to participants

- a) Queens College (QC)
- b) Holly Child (HC) – formal invitation sent
- c) Government College Ikorodu (GCI -Ikorodu) – formal invitation sent
- d) Government College Ibadan (GCI-Ibadan)
- e) Ayietoro Comprehensive
- f) CMS
- g) Baptist Academy – verbal invitation sent
- h) St Gregory's
- i) London Nigeria Cricket club – formal invitation sent
- j) Methodist Girls (MG)
- k) Our Lady of Apostles (OLA)
- l) Igbobi College (Nigeria based)- verbal invitation sent
- m) Russian Colleges (Nigerian Students UK)
- n) Ghanaian schools
- o) Eko football)- verbal invitation sent
- p) DBOL TV -Sky Channel 582- verbal invitation sent
- q) Nigerian based sports commentator - verbal invitation sent

3) Buy-in/approvals by key organization (mandates from respective organisations)

SO FAR- In principle acceptance:

Holly Child (HC)-ok
Government College Ikorodu (GCI -Ikorodu)-ok
Baptist Academy –ok
London Nigeria Cricket club –ok
Igbobi College -ok

4) Initiation (scoping/objectives/road map/resource requirements/risk analysis/responsibilities allocation)

4.1 Scoping:

4.2 Examples:

- +One off Collaboration of Organisations for 2012
- +Collaborating organization must have a link with a Nigerian school (product of Nigerian school).
- +Collaborating activities must be non-political
- +Not for profit

4.3 Objectives:

Examples:

- +Promote the country(ies) in a positive light
- + Whilst not political – aim to increase awareness with the hope to exert some influence on policy makers
- +Education: “back to the future” to promote education – Nigeria is keen to be a developed nation, enough priority is still not given to the quality of education to enable it to achieve this lofty ambition.
- +All net proceeds generated to be split equally by participating organisations and donated to affiliated Nigerian schools.
- +Encourage social interaction (Networking for older & younger generation), competitive but family fun activities. (particularly the next generation)

5) Execution (tracking of key milestones& feedback) & Control (communication, risk management, change control)

5.1 Risk assessment/management (poor planning/poor attendance/weather/injury or death-recent football example/lack of adequate stakeholders/venue unavailable/first aiders unavailable/transportation difficulties/ outcomes not meeting expectation/attendees exceed capacity/event clash with major Nigerian event)

5.2 Change control (change of scoping etc)

5.3 Key decisions for planning committee

5.3.1 Event name?

5.3.2 Types of events /exhibitions (a stand showcasing each school, cricket coaching stand, pension planning, /power point presentations/token items /entertainment programmes)

5.3.2.a (See enclosed sample sports /family fun event schedule)

5.3.2b. Market place/stalls/exhibition (Different Zones)

(i) Education Zone:

Legacy- Nigerian education history -Each school a stand show casing it.
Add Quiz e.g Nigerian education history.
UK- Resources (UNI, Secondary, Primary)

(ii) Food/Culture/Art/Photography/Music/Entertainment/Comedian
(iii) Health awareness (healthy eating, NHS)

(iv) Employment or self-employment or unemployment (work placement/pensions/benefit system)

(v) Religion (as Sunday hold a mini prayer session before event?)

5.3.3 Allocation of responsibilities ? Planning committee roles (include work placement trainee)

+ Project management team

Chair
Organisation reps
Coordinator
Work placement (16+)-trainee

+Event management team (same?)

+Coordinator (volunteer)

5.3.4 Media relations (agree outlets to use & branding/key messages)

+Publicity brief:

UK (churches/high commission/restaurants/news media)

Nigeria (news media/planes/travel coys)

Worldwide (facebook_status/tweeter/BBM status/whats app/campaign)

emphasis on free/buy-in should be easy to decision makers

5.3.4 Other Key decisions

+Budgeting & accounting

+Agree JD for each role (include)

+Food & Refreshments (perhaps encourage sale of food & drinks)

+Setup and clean-up,

+Tour guides,

+Traffic and safety,

+Volunteers guest speakers

+Invitations.

+Registration officials

+Awards/prizes (best exhibition stand, sport prizes, raffle (work placement, EPL game), team award

+Sponsors (banners, prizes, promotion media, marquee)

6) Closure (deliver plan, document lessons learnt)

What worked