**Books & Brunch**

1. **Project Initiatives**
2. **Define the events purpose and objectives:**

To provide book enthusiasts with an opportunity to come together, enjoy a delightful brunch, socialize, and connect with fellow readers in a welcoming environment. Additionally, to offer guests an exclusive opportunity to interact with authors and gain insights into their works.

Create a Welcoming Atmosphere: Design a warm and inviting ambiance at the event venue.

Brunch Experience: Partner with local eateries or caterers to offer a delectable brunch menu.

Table Socialization: Arrange seating at communal tables to encourage interaction and conversation among guests.

Author Presentations: Invite authors of popular books to join the event and deliver engaging presentations or talks about their works, inspirations, and writing journeys.

Networking and Engagement: Facilitate networking opportunities for guests to mingle with fellow book enthusiasts and authors.

By organizing Books & Brunch with these objectives in mind, attendees can enjoy a delightful brunch experience, forge new connections with like-minded individuals, and gain inspiration from conversations with esteemed authors, creating a memorable and enriching event for all involved.

1. **Determine the scope, budget and timeline:**

Scope:

Event Venue - Rent a suitable venue with adequate space for seating, dining, and presentations.

Brunch Menu - Arrange a menu offering brunch items such as pastries, salads, sandwiches, fruit platters, beverages, etc.

Seating Arrangements - Set up communal tables to accommodate guests for brunch and facilitate social interaction.

Author Presentations - Invite a select number of authors to speak about their books and engage with guests.

Event Promotion - Promote the event through online channels, social media platforms, and local book clubs to attract attendees.

Logistics and Décor - Arrange for logistical needs such as seating, audiovisual equipment, decorations, signage, etc.

Budget:

Venue Rental: £1000

Brunch Catering: £2000

Author Honorariums/Travel Expenses: £1000

Event Decorations: £400

Promotional Materials: £500

Miscellaneous Expenses: £500

Contingency: (10% of total budget) £540 Total = 5,940

Timeline:

Event Planning and Coordination (3 months prior):

* + Secure event venue and confirm date.
  + Finalize brunch menu and catering arrangements.
  + Identify and invite authors to participate.
  + Develop event promotion strategy.

Preparation and Logistics (2 weeks prior):

* + Arrange seating layout and event setup.
  + Confirm catering arrangements and menu selections.
  + Coordinate with authors regarding presentation topics and logistics.

Event Execution (Event Day):

* + Set up venue and welcome guests.
  + Serve brunch and facilitate socialization.
  + Introduce authors and host presentations.
  + Foster networking opportunities among guests.

Post-Event Follow-Up (1 week after):

* + Gather feedback from attendees and authors.
  + Evaluate event success and areas for improvement.
  + Send thank-you notes to participants and sponsors.

This scope, budget, and timeline provide a structured framework for planning and executing the Books & Brunch event, ensuring that all aspects are carefully considered and managed.

1. **Planning**
   * 1. **Gather requirements and create a project plan.**

Requirements:

Venue Requirements:

* Adequate space for seating and dining.
* Accessible location with parking facilities.
* Availability of audiovisual equipment for presentations.

Brunch Menu Requirements:

* Diverse menu options catering to different dietary preferences.
* Quality and freshness of food items.
* Efficient catering service to ensure timely delivery and replenishment.

Author Presentation Requirements:

* Availability of space for author presentations.
* Audiovisual equipment for presentations (microphone, projector, screen).
* Coordination with authors regarding presentation topics and duration.

Seating and Table Arrangements:

* Communal table setup to facilitate socialization.
* Adequate seating capacity to accommodate expected guests.
* Comfortable seating arrangements conducive to conversation.

Event Promotion Requirements:

* Development of promotional materials (flyers, posters, social media graphics).
* Promotion through online channels, social media platforms, and local book clubs.
* Registration process for attendees to RSVP and confirm their participation.

Project plan:

1. Venue and Logistics Planning:

Task 1: Research and select suitable event venues.

Task 2: Negotiate rental terms and confirm booking.

Task 3: Coordinate with venue staff regarding setup, seating arrangements, and audiovisual requirements.

Task 4: Arrange for logistical needs such as equipment rental, decorations, and signage.

2. Brunch Catering:

Task 1: Select catering vendors and request menu options.

Task 2: Finalize brunch menu and confirm catering arrangements.

Task 3: Coordinate delivery and setup of food and beverages on the event day.

3. Author Presentations:

Task 1: Identify potential authors and extend invitations to participate.

Task 2: Confirm author attendance and finalize presentation topics.

Task 3: Coordinate with authors regarding logistical details and audiovisual requirements for presentations.

4. Event Promotion and Registration:

Task 1: Develop promotional materials (flyers, posters, social media graphics).

Task 2: Promote the event through online channels, social media platforms, and local book clubs.

Task 3: Set up registration process for attendees to RSVP and confirm their participation.

5. Event Execution:

Task 1: Set up venue and welcome guests on the event day.

Task 2: Facilitate brunch service and socialization among guests.

Task 3: Introduce authors and host presentations.

Task 4: Foster networking opportunities and engagement among attendees.

6. Post-Event Follow-Up:

Task 1: Gather feedback from attendees and authors regarding their experience.

Task 2: Evaluate event success and areas for improvement.

Task 3: Send thank-you notes to participants, sponsors, and vendors.

* + 1. **Identify resources, and dependencies.**

Resources:

* Venue Staff
* Catering Staff
* Authors/Speakers
* Audiovisual Equipment Rental
* Promotional Material Designers
* Online Event Registration Platform
* Social Media Managers

Dependencies:

* Venue booking must be confirmed before finalizing catering arrangements and event logistics.
* Catering menu selection depends on the availability of the chosen vendor and their offerings.
* Author presentations require coordination with authors regarding their availability and presentation topics.
* Event promotion and registration should be completed before the event execution to ensure maximum attendance.
* Post-event follow-up tasks depend on the successful execution of the event and availability of feedback from attendees and authors.
  + 1. **Develop a budget and allocate resources.**

Venue Rental and Logistics:

Venue Rental: £1500

Equipment Rental (tables, chairs, AV): £500

Total: £2000

Brunch Catering:

Catering Service: £2500

Total: £2500

Author Presentations:

Author Honorariums/Travel Expenses: £1000

Total: £1000

Event Promotion and Registration:

Promotional Materials (design and printing): £300

Online Event Registration Platform: £200

Total: £500

Miscellaneous Expenses:

Decorations and Signage: £400

Contingency (10% of total budget): £620

Total: £1,040

Final total = 7,040

Resource Allocation:

1. **Venue Staff**:
   * Assist with venue setup, logistics, and coordination on the event day.
2. **Catering Staff**:
   * Provide brunch service, including food preparation, setup, and replenishment.
3. **Authors/Speakers**:
   * Deliver presentations, engage with guests, and participate in book signings.
4. **Audiovisual Equipment Rental**:
   * Provide necessary equipment for author presentations, including microphones, projectors, and screens.
5. **Promotional Material Designers**:
   * Design and create promotional materials such as flyers, posters, and social media graphics to promote the event.
6. **Online Event Registration Platform**:
   * Set up and manage an online registration platform for guests to RSVP and confirm their attendance.
7. **Social Media Managers**:
   * Promote the event on various social media platforms and online channels to attract attendees and generate buzz.