**Agenda for Car Wash Fundraiser Planning Meeting**  
**Date:** Sunday, 29 September 2024  
**Time:** 7:00 pm  
**Location:** ZOOM

1. **Welcome and Opening Prayer**
   * Lead: [Appointed person]
2. **Overview of Fundraiser Objective**
   * Lead: [Group Leader]
   * Discussion of the purpose of the event, goals, and expected outcomes.
3. **Date and Time of Event**
   * Confirmation of the event date: Saturday, 02 November 2024
   * Discuss logistics and timeline for the event.
   * Space between the Hall and the Sanctuary
   * 10:00 am to 4:00 pm
4. **Ticket Sales Strategy**
   * Discussion of ticket prices:
     + Sedan: J$1,500.00
     + SUV: J$2,000.00
   * Pre-sale locations and online options.
   * Sell tickets before the event: will patron be leaving car or staying
   * Assign ticket sales team and responsibilities: on day serve refreshments to patrons
5. **Volunteer Roles and Assignments**
   * Number of volunteers needed for washing, drying, ticketing, etc.
   * Assign key roles and responsibilities.
6. **Supplies and Equipment Needed**
   * Water supply, hoses, soap, cleaning materials, towels, etc.
   * Secure donations or purchasing supplies.
   * Budget for supplies.
7. **Promotion and Marketing**
   * Plan for promoting the event (flyers, social media, church announcements, etc.).
   * Appoint marketing team.
   * Design and approval of promotional materials.
8. **Event Day Setup and Operations**
   * Layout of washing area on Church grounds.
   * Schedule for setup, car washing shifts, and teardown.
   * Assign persons to supervise specific activities.
9. **Financial Oversight and Record Keeping**
   * Assign a finance team to manage funds from ticket sales and donations.
   * Discuss record-keeping methods for sales and expenditures.
10. **Contingency Planning**
    * Plan for inclement weather or unexpected challenges on event day.
11. **Any Other Business (AOB)**
    * Open discussion for additional ideas, concerns, or questions.
12. **Closing Prayer**
    * Lead: [Appointed person]