



Getting the Most out of your Big Event Incentive Program

You will want to incorporate the following into your Big Event program, whether you are doing one of our parties or shows to ensure that your Big Event is a big success:

1

Stay organized!

- Have your sellers enter the Big Event area in an organized manner so that you can ensure that they are wearing their qualification bracelets
- If you are doing either the Big Event Super Party or Big Event Super Splash Party:
 - Some schools have found it beneficial to break up the party into 2 one hour groups
 - Have your sellers leave their shoes in a designated location
 - If you are doing the Super Splash Party have your sellers place their towels in a designated location as well
 - If you choose to meet with your sellers to go over the safety rules before they start, once you are finished, do not release them all at once otherwise you may have a stampede on your hands
 - Make sure that your sellers know that there is no running allowed at any time. You will want to station some of your volunteers to specifically monitor this
 - No sellers are allowed on any inflatable games without adult supervision
 - If you have sellers who qualify for the money wheel or money machine you will not want to set these up until just before the award ceremony at the end
 - Feel free to supplement your midway games with 'low cost/no cost incentives'. Food and drinks are optional though access to water is recommended for outdoor events

2

Once your Big Event is over, leave time for your 'Awards Ceremony'

- If you did the Big Event Super Party or Big Event Super Splash Party:
 - Have a table and microphone set up ahead of time (your DJ may already have the microphone)
 - Call the sellers over to the microphone and table area
 - Start the awards ceremony by acknowledging the adult volunteers and have the audience clap for them
- If you did the Big Event Magic Show or Big Event Reptile Adventures Show, acknowledge the performer and have the audience clap for them
- Ask them enthusiastically if they had a good time
- If you did the Big Event Super Party or Big Event Super Splash Party (the following items should already be completed by the performer at a magic or reptile show):
 - Start the awards ceremony by congratulating your sellers on a job well done
 - Acknowledge sellers who reached Level 2 and higher by having them come up to the front
 - Once you have all of your sellers who have reached Level 2 and higher up front, it is suggested that you start by acknowledging those sellers who reach Level 2 first, then have them sit down. Then acknowledge those sellers who reach Level 3 next, then have them sit down etc. Mention their names, how much they sold and if appropriate hand them their prizes (only if the prize didn't already come in their box). Use your 'Ranking Seller Report' along with the prize brochure as your guide
 - Make a big deal out of those who reach the higher prize levels
 - If you did a party and have student(s) who qualify for either the money wheel and/or money machine you will want to do these during the award ceremony

3

To wrap up the awards ceremony:

- Again acknowledge all of the sellers for a job well done on their fundraiser. Have the sellers clap for each other (It may be a good idea to share with the sellers how they will benefit from the money that was raised)

