**Full brief on Garsie Past-pupil Tennisday on Saturday, 16 September 2017 (12h00 – 22h00) at Groenkloof Tennis Stadium**

1. Motivation why Hoërskool Garsfontein wants to hold a past pupil tennisday.

The idea of the Old-Garsie tennisday started with Pierre Lubbe, a friend of Garsie tennis for the past ten years. He had a desire to meet the players he has served for the past ten years. He also thought it could be a wonderful fund raiser if past Garsies donated money towards the refurbishing of the Garsie Tennis House. The new Garsie Director thought it would be a wonderful tradition.

1. Motivation on how the date was decided

Pierre wanted a date in the spring well before matric exams so matrics could play. The only date Groenkloof Tennis Centre is available is 16 September 2017. It has been booked.

1. Motivation of the starting and ending time.

Every Saturday morning Gauteng North has junior squads at Groenkloof courts until just before 12h00. Therefore the starting time will be 12h00 and we will play until dark. After dark we will have supper and the 2017 Garsie Prize Giving. We thought a reasonable time to stop is 22h00.

1. Motivation why we booked Groenkloof Tennis Stadium

Groenkloof has 15 courts and in 2016 it hired the facilities out for R1800.00 per day. In May 2017 the price goes up by an unknown amount. That is the cheapest hire in Pretoria by far. Every tennis player knows where it is. The facility has been hired.

1. Who and how many we expect?

We hope to get 32 school players. We think we will get so many because the prize giving for the school is held after supper. Pierre thinks he can get 50 old Garsies and parents to play. There may be more because many Garsie parents and old Garsie spouses will also play.

1. Potential program and motivation for each item.

 12:00 Open in prayer and welcoming

12:05 The draw to determine who each doubles partner is for the afternoon.

12:10 Warm up while the teams are placed on a computer schedule or draw.

12:30 Matches take place. The format will be determined according to the number of entries. Basically it starts as a compass draw. To sort out the strong and weak teams. Depending on time there might be a round robin in groups according to strengths. At 16:00 there will be 13 courts as the 2017 Garsie Singles Girls and Boys championship finals will take place on the two main courts.

18:00 The finals of all groups will be completed.

18:05 Players and families can shower or begin braai-ing their meat

19:00 Supper starts to end

19:15 2017 Garsie Tennis Prize giving

20:15 The prize giving for the Old Garsie Tennisday

20:30 The vision and mission of Garsie tennis – Speaker to be arranged

20:45 Memories of thirty years of Garsie Tennis – master of ceremonies and spontaneous inputs from old Garsies

21:30 Call for donations to refurbish Garsie Tennis House with glass and aluminium.

22:00 Bar closes

1. Who are the role players?

The initiator and the person responsible for a blessed function is Pierre Lubbe. The sole decision maker is the Garsie Tennis Director(Dawie Eybers). The Garsie parent committee, some teachers, and some parents will be mobilised to help. Garsie parents will be asked to bring eats (tea-time cake and sandwiches and braai eats like vegetable dish and salads). Elsa Bantjes will market the day to old Garsies via facebook. Pierre Lubbe will mobilise a team of non-players to act as tournament directors and scorers. Edwin Darlington and Ulinda Human will arrange the 2017 Garsie Tennis Prizegiving. If Dawie Eybers approves a program after the prize-giving Pierre Lubbe will arrange speakers.

1. What jobs need to be done?

The current crisis is to contact the past pupils on a list made from the last 30 years year books. Elsa Bantjes agreed to do it on facebook. Cheap Radio adverts and newspaper inputs will also be done. Many phonecalls will be made.

Dawie Eybers has decided on catering and the format of the tennis tournament. Pierre Lubbe is mobilising parents to bring cakes, tarts and sandwiches for tea. Other parents will bring braai vegetable dishes and salads for the braai. Pierre Lubbe will mobilize non-players to braai. Reitz Hoeksma will run a cafeteria, bar and take away restaurant for his own profit from 12h00 – 22h00. Pierre Lubbe will mobilise team of non-players to be tournament directors and scorers. Pierre Lubbe will arrange a raffle for the sponsors Baseline Racquest who will also provide prizes. Edwin Darlington and Ulinda Human will arrange the 2017 Garsie Tennis prizegiving. Finances: Edwin Darlington will collect entry fees from Garsie pupils and Garsie Parents. Pierre Lubbe will arrange with the Garsie financial office to collect Past –Pupils entry fees by EfT. If Dawie Eybers approves PierreLubbe will arrange a program for past pupils after the prizegiving according to program.

1. How we are going to get helpers?

Dawie Eybers has banned Pierre Lubbe from e-mailing parents. Edwin Darlington has to send parents e-mails. On 25 April Pierre Lubbe has started asking parents in person to help. He will have to phone parents to mobilise them to bring tea and braai eats. Pierre knows each parent by name so expects co-operation. The crisis is contacting past pupils without a budget. Weekly progress reports are published on [www.goodnewstennis.co.za](http://www.goodnewstennis.co.za) Pierre is trying to get help to compile a checklist and schedule a task everyday in his dairy to ensure a blessed event.

1. Catering and menu?

Dawie Eybers decided on a bring and braai and obtained permission for it inspite of a catering contract that Reiks Hoeksma has for Groenkloof. Pierre Lubbe will mobilse parents to bring vegetable dishes and salads for the braai and cake, tarts and sandwiches for tea. Pierre hopes to get a sponsor for icecream for pudding.

Reits Hoeksma will be asked to provide tea, coffee, cooldrink, café articles, take away food and a bar for his own profit.

1. Financing, Costs, Risks

Budget for a minimum of 45 players (Garsies and Past-Garsies and additional family members)

Hire of Groenkloof Tennis Centre (12h00 – 22h00) R1 800.00

Tennis balls (3 good old and 3 newballs per court {15}) R1 620.00

Tea, coffee,coodrimk for 180 people @ R10.00/cup R1 800.00

Cake, tarts, sandwiches 180 people @ R30.00 R5 400.00

10 bags of charcoal @ R50 and 2 firelight units @R20.00 R 520.00

Prizes R1 000.00

Hidden costs R1 000.00

Total costs for 45 players R13 140.00

Cost per family without meat R 292.00

Dawie Eybers cost decisions:

Past pupil’s cost for their family without meat R 350.00

If more than one player in the family plays an additional cost of R 100.00

Garsie pupils family without meat R 200.00

If more than one player in the family plays an additional cost of R 100.00

1. Marketing and Promotion

Sponsorship is required to finance marketing , promotion and event management advice. It was hoped marketing could be done by facebook. The quote I received from Beeld was over R13 000.00 I have a list of the active tennis players for the past 30 years but I have no contact details.

1. Sponsorship

Heidi Steyn is following up sponsorship of the refurbished tennis hut.

1. Prizes

Baseline has promised vouchers and want to do a raffle.

1. Checklist with a schedule for each items starting and ending date.

I am looking for an events manager to help me compile one from the full brief.

1. Forgotten items listed
	1. Music

Compiled by: Pierre Lubbe

25 April 2017