

# PROPOSED DRAFT FOR ORGANIZATION OF GREAT BENIN KINGDOM (OGBK) NIGERIA WORLDWIDE CONFERENCE/LAUNCHING 2023 ACTIVITIES/DINNER ORGANIZING COMMITTEE PRESENTATION

## 1.0 Preamble

The Organizing Committee for Organization of Great Benin Kingdom (OGBK) Conference/Launching 2023 was constituted by the President, **Engr. Isaac Igbinosun** during the Organization general meeting via Zoom. To oversee the affairs on the Organizing Committee, **Elder Chris Okunkpolor** was appointed as Chairman. Other members of the Committee are as follows:

Mr. Orobosa Iyamu	-	Secretary
Dr. George Idusuyi	-	Member
Mrs. Esther Emeshili	-	“
Engr. Aghadiaye Ayo	-	“
Dr. Sunshine Omorokunwa	-	“
Mama T Germany	-	“
Mrs. Lizzy Erinmwingbovo	-	“
Mrs. Edowaye Igbinedion	-	“
Mr. Victor Ediae	-	“
Madam Nekpen Ogiemudia	-	“
Madam Helen Osayuware	-	“
Madam Edith Egbeobawaye	-	“

The Committee was given the following as its terms of reference

## 2.0 Terms of Reference of the Committee

- 2.1 To fix a suitable date for the Conference.
- 2.2 To propose events for the Conference activities/dinner.
- 2.3 To propose venues for each activity.
- 2.4 To propose a lists of guests to be invited for the Conference Activity/Dinner in conjunction with the President and Executive members.
- 2.5 To prepare and present a budget proposal for consideration at a General Meeting of OGBK.
- 2.6 To propose any other recommendations that will add colour, drive participation and add value to the 2023 Conference Activity/Dinner.
- 2.7 To submit a report to the house through the Executives at the end of the event.

## 3.0 Modus Operandi

The Committee held several meetings in which some members of the Committee were mandated to carry out researches of all that will be needed before and during the Conference. In light of this, the Committee received quotations from the prospective suppliers of some items, etc.

#### 4.0 Proposed Budget

S/N	ITEMS	RATE	COST
1.	<b>Venue:</b> Baden-Baden Hotel (400 Capacity)	₦350,000	₦350,000
2.	<b>Decoration of Venue:</b> Light decoration: Hall ,table covers and lightings	₦280,000	₦280,000
3.	<b>Stationery:</b> Invitation Cards and envelops (100 Copies) Printing of Programme Brochure: (100 Copies) Conference Tag: Banner for Red Carpet: 8 by 7 size T-shirt: Face Cap:	₦22,000 ₦1,950 x 100 ₦250 x 200 ₦15,000 ₦2,500 ₦1,600	₦22,000 ₦195,000 ₦50,000 ₦15,000 ₦2,500 ₦1,600
4.	<b>Entertainment:</b>		
A.	<b>Food: (Two Course meals for 350 persons)</b> Rice and Pounded Yam	₦800,000	₦800,000
B.	<b>Non Alcoholic Wine:</b> Chamdor: (Carton/6 bottles) Eva: “ Pure Heaven: “	₦9,000 x 3 ₦8,800 x 3 ₦8,800 x 4	₦27,000 ₦26,400 ₦35,200
C.	<b>Alcoholic Wines:</b> Red Wine: (6 bottles Per carton)	₦9,000 x 9	₦81,000
D.	<b>Spirits”</b> Red Label: Gordon Dry Gin: Eagle Schnapps	₦7,500 x 3 ₦1,500 x 2 ₦1,300 x 1	₦22,500 ₦3,000 ₦1,300
E.	<b>Beer (Bottles):</b> Star: (12 bottles per crate) Stout: (Medium/18 bottles per crate) Heineken: (12 bottles per crate) 33: “ Hero: “ Goldberg: “ Gulder: “ Trophy: “	₦3,300 x 4 ₦8,000 x 2 ₦4,400 x 6 ₦3,200 x 4 ₦3,000 x 4 ₦3,000 x 4 ₦3,500 x 2 ₦3,100 x 2	₦13,200 ₦16,000 ₦26,400 ₦12,800 ₦12,000 ₦12,000 ₦7,000 ₦6,200
F.	<b>Non Alcoholic Beverages (Bottles):</b> Amstel Malt: (24 bottles per crate) Beta Malt: “ Dubic Malt: “	₦3,800 x 3 ₦3,000 x 4 ₦3,000 x 2	₦11,400 ₦12,000 ₦12,000
G.	<b>Mineral Drinks:</b> Coke: Plastic (12 pieces per crate) 5alive: (10 pieces) Faryouz: (24 pieces per crate)	₦3,800 x 4 ₦6,000 x 7 ₦5,400 x 2	₦15,200 ₦42,000 ₦10,800
H.	Bottled Water: ( 20 Pieces)	₦1,200 x 40	₦48,000
I.	Kolanuts and Bitter Kola		₦10,000
J.	Tooth Pick, Serviette, Disposable Cups, wine opener		₦20,000
K.	Cake		₦30,000
L	Ushers for 2 service points (6 Males and 8 Females)	₦7,000 x 14	₦98,000
5.	<b>Refrigeration of drinks and Water:</b> Hiring of drums: Purchase of Ice blocks:	₦1,000 x 8 ₦250 x 32	₦8,000 ₦8,000
6.	<b>Publicity:</b> Advert jingles on 2 Radio Stations: Before or After News Advert jingles on 2 TV Stations: “ Live Interview on TV Station: (5Mins appearance)	₦11,000 x 2 (3days) ₦17,500 x 2 (3days) ₦38,500 x 2 (A day)	₦66,000 ₦105,000 ₦77,000

<b>7.</b>	<b>Documentation:</b> Video Coverage: Photography: Red Carpet:	₦25,000 x 3 ₦15,000 x 3 ₦25,000 x 1	₦75,000 ₦45,000 ₦25,000
<b>8.</b>	<b>Music:</b> Live Band: Cultural Dancers:	₦100,000	₦100,000 ₦60,000
<b>9.</b>	<b>Master of Ceremony (MC)</b>		₦30,000
<b>10.</b>	<b>Security:</b> Mobile Policemen: Security Bouncers:	₦20,000 x 2 ₦15,000 x 2	₦40,000 ₦30,000
<b>11.</b>	<b>Orphanage Visitation:</b>		₦200,000
<b>12.</b>	<b>Thanksgiving:</b>		₦50,000
<b>13.</b>	<b>Logistics:</b> Transportation: Calls and SMS:		₦15,000 ₦5,000
<b>14.</b>	<b>Miscellaneous</b> 7% of total budget		₦228,368
	<b>TOTAL</b>		<b>₦3,490,768</b>

## 5.0 Schedule of Activities

### Day 1: January 13<sup>th</sup>, 2023

#### Visit to an Orphanage

**Venue:** Meeting place to be communicated to the house in due course

**Time:** 10am

### Day 2: January 14<sup>th</sup>, 2023

#### Conference/Launching/Refreshments

**Venue:** Baden-Baden Hotel, Sapele Road, before Limit Junction, Benin City

**Time:** 12pm

#### Conference Lecture

- Edo Culture, Our Heritage

Special invitees:

**Chairman:** Chief Lucky Nosakhare Igbinedion

**Royal Father of the day:** HRH, Enogie Felix Omorodion

**Special Guest of Honour:** Prince Bamidele Obaitan, Hon. Commissioner for Arts, Culture, Tourism and Diaspora Affairs

**Guest Lecturer:** Agharese Osifo, Phd. Associate Professor, AAU, Ekpoma

**Chief Host:** Engr. Isaac Igbinosun

**Music:** Dr. Sunshine Omorokunwa

**Cultural Dance:** OGBK Cultural Troupe

**Masters of Ceremony:** Mr. Mosis Obakpolor

### Day 3: January 15<sup>th</sup>, 2023

#### Thanksgiving Service

**Venue:** Holy Aruosa Cathedral

**Time:** 9am

## 6.0 Recommendations

1. It should be a three (3) days event as highlighted above, stating activities for each day.
2. The President and Executives should come up with a Theme for the Conference if none yet and the Theme should be related to OGBK next projects and Purpose.
3. After further consideration, the Committee proposes that bottled alcoholic and non-alcoholic drinks be used to ensure accountability.
4. The Committee proposes that two course meals be provided during the event.
5. Admission into the Hall will be by wearing a tag and the tag will have the signature of the Chairman of the Committee and only members of OGBK and invited guests will be allowed into the Hall and the tag will be their means of identification.
6. Prior to the commencement of the Conference, Media Publicity (Jingles) should run on TV and Radio stations. If possible, arrangements can also be made to accommodate a live interview on TV during the Morning Programmes of the TV Station(s).
7. For the Brochure that will be produced, the contents should include;
  - The Origin/Founder of OGBK.
  - What OGBK is all about.
  - States and Countries where OGBK is active.
  - Membership strength of OGBK Worldwide.
  - Brief introduction of OGBK Worldwide Executives, States and Countries Coordinators with their Picture.
  - Pictures of previous events of any OGBK functions and should be tagged.
8. The Committee proposes that for the Outreach and Orphanage visit, Members should wear the OGBK T-Shirt and Face Cap. Members should be responsible for getting their own T-Shirts and Face Caps.
9. The Committee is also proposing a Conference fee for members and should be as follows;
  - Single - ₦5,000
  - Couple - ₦8,000
  - VIP (Single) - ₦20,000
  - VIP (Couple) - ₦35,000
10. Anyone who wish to advertise their goods and services on the brochure will pay as follows;
  - Full page - ₦10,000
  - Half page - ₦7,000
  - Inside front page - ₦20,000
  - Inside back page - ₦20,000
  - Back Cover - ₦20,000

Also to note that, any advert placed on the brochure will also have their logo in the banner for the red carpet.

## **7.0 Conclusion**

Finally, the committee appreciates all for their support so far and promises not to betray the confidence reposed in it.

**OGBK.....Edo Orisiagbon**

**Oba gha to kpere..... Ise**

**God bless us all**

Thanks,

**Elder Chris Okunkpolor**  
**Chairman, Organizing Committee**

**Mr. Orobosa Iyamu**  
**Secretary, Organizing Committee**

**NOTE:** Prices listed in this draft are the recent market survey carried out by the Committee members and subject to change/increase. It should be carefully studied by all and Members are free to make further inputs and amendments if and where necessary before the final draft will be made available and adopted for it to become a working document for the Conference 2023.