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| **Event Plan** |
| Name:  |
| Purpose:  |
| **Team** |
| Event Manager:  |
| Activities crew:  |
| Ordering:  |
| Marketing:  |
| Photographer:  |
| Stakeholders (guest speakers, community partners):  |
| **Date & Time** |  |
|  | Check calendar for conflicts |
|  | Consider dates/times that work for your audience |
| Date:  | Time:  |
| **Venue** |
| Location:  |
|  | Reserve it |
| **Pre-Event Tasks** | **YES** | **NO** | **Complete by** | **Responsible** |
| Planning meeting |  |  | Deadline:  | Staff:  |
| Registration required |  |  | Deadline:  | Staff: |
| Agenda |  |  | Deadline:  | Staff: |
| Ordering supplies |  |  | Deadline:  | Staff: |
| Printing handouts |  |  | Deadline:  | Staff: |
| Ordering food |  |  | Deadline: | Staff: |
| A/V arrangements |  |  | Deadline:  | Staff: |
| Design invites and flyers |  |  | Deadline:  | Staff:  |
| Set event staff schedule |  |  | Deadline:  | Staff: |
| Bring food and drinks |  |  | Deadline:  | Staff: |
| **Event** |
|  | Event Manager arrives 30 minutes early |
|  | Test A/V equipment (microphones, speakers, presentations, videos) |
|  | Supporting staff arrive 10 minutes early |
|  | Registration or sign-in table |
|  | Refreshments / drinks set-up |
|  | Set up activities |
|  | Agenda / schedule of events |
|  | Method to collect feedback (survey, comment cards) |
| **Post Event** |
|  | Check for all equipment |
|  | Lost and found items |
|  | Collect photos and feedback |
|  | Wrap meeting or email |
|  | Say thank you!  |