|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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! | | | | |