



PRE- EVENT PLANNING (1 TO 3 MONTHS BEFORE THE EVENT)

- Establish your event's goals and objectives.
- Schedule the date.
- Check with local council for permits (if required).
- Know your budget and investigate the costs. *(e.g., food & beverages, equipment, printing costs, giveaways, etc.)*
- Assign team members to a committee and discuss their roles and responsibilities.
- Plan out the event in detail *(however best works for you notepad, spreadsheet or vision board)*.
- Identify and contact sponsors/partners.
- Find suppliers/sponsors for food, beverage or giveaways.
- Hire any equipment (sound system, cups/glasses, plates, chairs etc).
- Create and launch promotional plan and brand your event.

ON THE DAY OF THE EVENT

- Gather staff for full briefing.
- Review everyone's responsibilities for the event and what to do in case of emergency.
- Check the event essentials like sound system, decorations, food and beverages if all are complete and working/delivered well before the event starts.





AFTER THE EVENT

- Tidy Up and remove of all rubbish separating and recycling as much as possible
- Repack, Clean and Return equipment to suppliers.
- Send out Thank You emails or cards to sponsors and guests.
- Look at Event Results and Compare to original Goals and Objectives
- Close off budget.
- Hold a debrief session to look at ways of improving the event.

