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!