## 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

<table>
<thead>
<tr>
<th>Pre-Event Tasks</th>
<th>YES</th>
<th>NO</th>
<th>Complete by</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning meeting</td>
<td></td>
<td></td>
<td>Deadline:</td>
<td>Staff:</td>
</tr>
<tr>
<td>Registration required</td>
<td></td>
<td></td>
<td>Deadline:</td>
<td>Staff:</td>
</tr>
<tr>
<td>Agenda</td>
<td></td>
<td></td>
<td>Deadline:</td>
<td>Staff:</td>
</tr>
<tr>
<td>Ordering supplies</td>
<td></td>
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<td>Deadline:</td>
<td>Staff:</td>
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<tr>
<td>Printing handouts</td>
<td></td>
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<td>Deadline:</td>
<td>Staff:</td>
</tr>
<tr>
<td>Ordering food</td>
<td></td>
<td></td>
<td>Deadline:</td>
<td>Staff:</td>
</tr>
<tr>
<td>A/V arrangements</td>
<td></td>
<td></td>
<td>Deadline:</td>
<td>Staff:</td>
</tr>
<tr>
<td>Design invites and flyers</td>
<td></td>
<td></td>
<td>Deadline:</td>
<td>Staff:</td>
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<tr>
<td>Set event staff schedule</td>
<td></td>
<td></td>
<td>Deadline:</td>
<td>Staff:</td>
</tr>
<tr>
<td>Bring food and drinks</td>
<td></td>
<td></td>
<td>Deadline:</td>
<td>Staff:</td>
</tr>
</tbody>
</table>

## 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!