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| --- | --- | --- | --- |
| **Early Event Planning** | **Person Responsible** | **Action** | **Date to be completed** |
| **Budget**   * Funding identified * Sponsorship * Break-even point * Quotes sourced |  |  |  |
| **Assess Contingencies**   * Weather * Venue – Accessibility |  |  |  |
| **Branding**   * Signage – Directional, marketing * Printing |  |  |  |
| **Media/Marketing**   * Determine the appropriate media * Determine the appropriate marketing |  |  |  |
| **Talent**   * Book and brief, Develop an agreement eg IN case of Cancellation, weather * Rehearsals |  |  |  |
| **Program**   * Program Finalised * Run Sheet * Everyone is fully briefed |  |  |  |
| **Logistics**   * Are permits required? If yes what ones? * Security * Fencing * Seating * Toilets * AV equipment if needed? * Welcome signage * Volunteers/Staff * Cleaning * Set-up Time? By whom? * Pack up time? By whom? * Stage * Stalls if needed * Cash handling * COVID restrictions * Participant feedback |  |  |  |
|  | **Person Responsible** | **Action** | **Date to be completed** |
| **After the Event**   * Comments on the event * Feedback from volunteers/staff * Evaluation on reaching projects aim * Acquittal for grant funding |  |  |  |