|  |  |  |  |
| --- | --- | --- | --- |
| **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
 |  |  |  |