

Example of an Event Plan

Activity	Completed
Develop event plan <ul style="list-style-type: none"> <input type="checkbox"/> Purpose of event <input type="checkbox"/> Location & floor plan <input type="checkbox"/> Theme (if applicable) <input type="checkbox"/> Visitor Experience / Content – what will happen at the event? How will the event run? <input type="checkbox"/> Set Date & Time <input type="checkbox"/> Set Budget 	
Guests <ul style="list-style-type: none"> <input type="checkbox"/> Determine who is attending event <input type="checkbox"/> Does the CE/Director/Kaumatua need to attend event? Book it in their calendars <input type="checkbox"/> Do you need an MC? <input type="checkbox"/> How will people find out about event? Invitations / Advertising / Ticketing <input type="checkbox"/> Manage attendee list (RSVP)/tickets 	
Venue <ul style="list-style-type: none"> <input type="checkbox"/> Determine suitable venue and book the space <input type="checkbox"/> Book car parks <input type="checkbox"/> Cleaning/Maintenance – does it need special cleaning before/after event? <input type="checkbox"/> Do you need Security? <input type="checkbox"/> Complete an event safety plan and send it to David Brown <input type="checkbox"/> Register event on the Nest <input type="checkbox"/> Create event floor plan <input type="checkbox"/> Book IT equipment and IMS support? E.g. laptop, projector <input type="checkbox"/> Do you need sound, lighting and staging? Book and agree access timing for set up and pack down <input type="checkbox"/> What furniture do you need? (e.g. seating, trestle tables) <input type="checkbox"/> Order signage <input type="checkbox"/> Order printed material 	
Catering <ul style="list-style-type: none"> <input type="checkbox"/> Do you need catering? <input type="checkbox"/> Find caterer & menu <input type="checkbox"/> Do any of your guest have special dietary requirements? (e.g. vegetarian, gluten free) <input type="checkbox"/> Do you want to serve alcohol? <input type="checkbox"/> Does the caterer have an alcohol licence? 	
Staffing <ul style="list-style-type: none"> <input type="checkbox"/> What staffing do you need? <input type="checkbox"/> Who will be doing what roles & tasks? <input type="checkbox"/> Who are the first aid officers and fire wardens? <input type="checkbox"/> Brief staff working at event 	
Event Operation <ul style="list-style-type: none"> <input type="checkbox"/> Produce run list <input type="checkbox"/> Install/remove directional signage <input type="checkbox"/> Pack in – set-up additional equipment & arrange venue as per your floor plan <input type="checkbox"/> Pack down (clean up) venue <input type="checkbox"/> Return any equipment 	
Debrief event with team <ul style="list-style-type: none"> <input type="checkbox"/> Identify things that worked well <input type="checkbox"/> Identify things that need improvement 	