Example of an Event Plan

Activity	Completed
Develop event plan ☐ Purpose of event ☐ Location & floor plan ☐ Theme (if applicable) ☐ Visitor Experience / Content – what will happen at the event? How will the event run? ☐ Set Date & Time ☐ Set Budget	
Guests ☐ Determine who is attending event ☐ Does the CE/Director/Kaumatua need to attend event? Book it in their calendars ☐ Do you need an MC? ☐ How will people find out about event? Invitations / Advertising / Ticketing ☐ Manage attendee list (RSVP)/tickets	
Venue Determine suitable venue and book the space Book car parks Cleaning/Maintenance – does it need special cleaning before/after event? Do you need Security? Complete an event safety plan and send it to Pam Theunissen Register event on the Nest Create event floor plan Book IT equipment and IMS support? E.g. laptop, projector Do you need sound, lighting and staging? Book and agree access timing for set up and pack down What furniture do you need? (e.g. seating, trestle tables) Order signage Order printed material	
Catering ☐ Do you need catering? ☐ Find caterer & menu ☐ Do any of your guest have special dietary requirements? (e.g. vegetarian, gluten free) ☐ Do you want to serve alcohol? ☐ Does the caterer have an alcohol licence?	
Staffing ☐ What staffing do you need? ☐ Who will be doing what roles & tasks? ☐ Who are the first aid officers and fire wardens? ☐ Brief staff working at event	
Event Operation ☐ Produce run list ☐ Install/remove directional signage ☐ Pack in – set-up additional equipment & arrange venue as per your floor plan ☐ Pack down (clean up) venue ☐ Return any equipment	
Debrief event with team ☐ Identify things that worked well ☐ Identify things that need improvement	