**EVENT MANAGEMENT CHECKLIST**

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| **Area** | **Action** | **Person Responsible** | **Due Date** | **Date completed** |
| **Pre-planning** |  |  |  |  |
| Aims and Objectives | Define aims and objectives of event |  |  |  |
| Target Market | Define target market |  |  |  |
| Date | Decide on date ( research to help eliminate potential clashes) |  |  |  |
| Location | Decide and book |  |  |  |
| Expenses | Draw up a budget including all expenses and all income |  |  |  |
| **Invitations** |  |  |  |  |
| Other groups | Invite other groups that you want to be involved (for example other clubs to do demonstrations, local school to run a BBQ fundraiser) |  |  |  |
| Personal invites | Send personal invites to key individuals or groups who you think would like to participate |  |  |  |
| Follow up invites | Follow up phone calls with these groups to confirm attendance |  |  |  |

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| **The Event** |  |  |  |  |
| Event run sheet | Write event run sheet and distribute to key participants |  |  |  |
| Risk Management Form and considerations | Fill out Risk Management Form |  |  |  |
| Venue map | Draw event map including key areas/activities and facilities such as toilets, registration etc. |  |  |  |
| Volunteers required | Determine number of volunteers required and approach people |  |  |  |
| Food and drinks | Decide if food and drinks are required and organize |  |  |  |
| Facilities | Determine if the facilities are adequate and what else is required (e.g. portaloo, toilet paper etc.) |  |  |  |
| Equipment needed | Write list of equipment needed and source ( consider Traffic management equipment, first aid kits, sport equipment, registration packs |  |  |  |
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| **Sponsorship** |  |  |  |  |
| Identify and approach potential sponsors |  |  |  |  |
| Event costs |  |  |  |  |
| Major Prizes |  |  |  |  |
| Spot Prizes |  |  |  |  |
| Acknowledge sponsors in promotional material and at event |  |  |  |  |
| Thank you letters to sponsors post-event |  |  |  |  |

**Equipment Check list**

Equipment needed – for example:

* Directional signs
* Traffic Management equipment (consider whether you need a traffic management plan – if your event is on-road)
* Tables
* Water containers and cups
* First aid kits
* Registration packs
* Sound system and microphone
* Marquees
* Cancer Society umbrellas and sunscreen
* Extension Cords
* First Aid Kit (and first aid trained people)
* Event Kit (with miscellaneous items such as scissors, string, cellotape, marker pens)
* Extra rubbish bins/bags
* Hi-visibility vests or other recognisable clothing for volunteers/event staff