

## ***Event action plan***

<b>Timing</b>	<b>Task</b>	<b>Who</b>	<b>Date</b>	<b>Done</b>
9-6 months prior to the event	Seek out community partnerships - establish support from multiple stakeholders and provide on-going feedback			
	Identify potential committee members to run the event local government staff, local college access providers, community based organizations, and some young people from the community			
	Seek support from local media			
6 months prior to the event	Complete planning framework: <ul style="list-style-type: none"> <li>▪ type of event</li> <li>▪ aims and objectives</li> <li>▪ key messages</li> <li>▪ strategies/activities</li> <li>▪ event staffing/volunteers</li> <li>▪ timeline</li> <li>▪ budget outline</li> <li>▪ promotion and marketing</li> <li>▪ risk management</li> <li>▪ community support</li> <li>▪ resources and merchandise</li> <li>▪ evaluation documents</li> </ul>			
	Tentatively book venues, acts, equipment when making enquiries about costs			
	Complete funding applications if applying for funding - many grant applications must be submitted at least four to six months before the event			
3-4 months prior to the event	Confirm all performers and equipment			
	Book venue and check safety, insurance, power requirements and council restrictions			
	Organize production and ordering of merchandise			
	Liaise with booking and support people as needed: <ul style="list-style-type: none"> <li>▪ police</li> <li>▪ security</li> <li>▪ catering</li> <li>▪ chill-out areas</li> <li>▪ first aid</li> <li>▪ photographer</li> </ul>			
2 months prior to the event	Order supplies and Promotional Items			
	Develop a contingency plan			
	Develop maps of the local community and region indicating places of interest			
1 month prior to the event	Committee meeting to consider: <ul style="list-style-type: none"> <li>▪ Run of Show</li> <li>▪ safety</li> <li>▪ security</li> <li>▪ emergency procedures &amp; first aid</li> </ul>			

Timing	Task	Who	Date	Done
	<ul style="list-style-type: none"> <li>▪ layout</li> <li>▪ power supply</li> </ul>			
	Develop a procedures sheet for the event and distribute			
	Order signage			
	Create & secure advertising			
3 weeks prior to the event	Ensure everyone has a copy of the emergency procedures plan and is familiar with it			
2 weeks prior to the event	Distribute promotional material			
	Prepare name tags – everyone involved should have one			
	Prepare an event toolbox: <ul style="list-style-type: none"> <li>▪ tape/rope/string</li> <li>▪ hammer/screwdriver/knife</li> <li>▪ pen/paper/marker pens</li> <li>▪ batteries</li> <li>▪ cameras</li> <li>▪ mobile phones and two way radios</li> <li>▪ phone list of all the team members</li> <li>▪ ID bands</li> </ul>			
1 week prior to the event	Increase advertising			
	Liaise with outside agencies to confirm details			
	Confirm all bookings			
3 days prior to the event	Distribute all radio and television releases			
	Check equipment is ready and in good condition			
	Identify media contact			
<b>The event</b>	Committee meet day before event for set-up and event/venue walk-thru: <ul style="list-style-type: none"> <li>▪ security staff</li> <li>▪ equipment and AV/set-up</li> <li>▪ Volunteer meeting</li> </ul>			

Timing	Task	Who	Date	Done
	Hold a five-minute debriefing session right at the end of event			
2 weeks after the event	Promote achievements to the community			
	Write up evaluation and report for the committee and any funding agencies			
	Send thank you letters			
	Debrief with committee – highlight concerns and recommendations and distribute a summary of this debrief to relevant people			
	It is important to evaluate the success of the event against the goals and objectives of the event. This will guide the planning and coordination of future events.			
	START PLANNING FOR NEXT YEAR!			