TEMPLATE 1: EVENT PLANNING CHECKLIST

Always allow sufficient time to organise an event; the amount of time will depend on the size of the event.

Event Committee Planning and Management Tasks	Person Responsible	Approx. Hours to complete	Date Finalised
Planning- Initial Considerations			
Assess the idea or opportunity			
Ensure a clearly identified opportunity exists for the event			
Develop a Plan for the event with defined objectives to be achieved			
Ensure all members of the organisation are aware of, and fully understand the objectives			
Set the event date			
Determine all specialist expertise			
Register event with Coolamon Shire Council (essential)			
Event Committee			
Form the event committee (6 people min)			
Appoint/ elect the Chair			
Select committee members based on expertise and ability to contribute to the event management process			
Establish areas of responsibility			
Establish clear line of communication- formal reporting requirements			
Set meeting dates for lead up to the event			
Areas of Committee Responsibility			
Funding and Finance			
Identify appropriate funding sources (business, sponsorship, raffles, admission costs, government grants, etc)			
Prepare grant funding application, if required			
Establish budget guidelines			
Prepare detailed budget			
Break-even analysis			
Monitor budget throughout planning, executing and evaluation stages			