

EVENT PLANNING GUIDE/CHECKLIST

OVERALL

- ✓ Determine concept/theme for event
- ✓ Designate a coordinator
- ✓ Create committees to share in the work of planning and implementing the event.
Suggested committees include:
 - Publicity
 - Food
 - Setup
 - Entertainment and activities
 - Cleanup
- ✓ Evaluate goals and expected outcomes
- ✓ Determine rules and regulations for event in the accordance with the appropriate city and state rules and regulations
- ✓ Collect appropriate permits
- ✓ Designate a day and time
- ✓ Anticipate attendance – does the space have room for activities and participants?
- ✓ Secure site
- ✓ Check for potential conflicts with other events
- ✓ Confirm date with key participants
- ✓ Set rain date if applicable
- ✓ Anticipate alternate location, set-up and transportation
- ✓ Put everything in writing: contracts, booth agreements, supplier agreements, etc.

FINANCE CHECK LIST

- ✓ Identify resources and develop budget
- ✓ Inventory equipment needs
- ✓ Determine sponsorship opportunities
- ✓ Identify in-kind services
- ✓ Arrange payment and billing procedures
- ✓ Determine event insurance needs

LOGISTICS

- ✓ Site plan
- ✓ Accessibility plan
- ✓ Portable restroom facilities (150 guests per portable unit)
- ✓ Parking and transportation plan
 - Public
 - Vendors
 - VIP
 - Staff / volunteers
 - Valet
 - Performers
 - Bicycle
 - Other
- ✓ Determine needs
 - Rental equipment:

Event Planning Guide

Guillaume Favre



Event Planning Guide:

Unveiling the Magic of Words: A Report on "**Event Planning Guide**"

In a world defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their ability to kindle emotions, provoke contemplation, and ignite transformative change is truly awe-inspiring. Enter the realm of "**Event Planning Guide**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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