



[INSERT LOGO OF THE BUSINESS COMPANY, IF THERE’S ANY]

**EVENT ACTION PLAN**

OF

[SPECIFY THE COMPLETE AND FULL NAME OF THE BUSINESS COMPANY]

[SPECIFY THE COMPLETE AND FULL STREET ADDRESS]

[SPECIFY THE CITY AND THE STATE OR COUNTRY]

[SPECIFY THE ZIP CODE]

[SPECIFY THE CONTACT NUMBER]

[SPECIFY THE EMAIL ADDRESS]

PREPARED FOR:

[SPECIFY THE NAME OF THE MANAGER OR SUPERVISOR]

[SPECIFY THE TITLE OR POSITION]

[SPECIFY THE COMPANY NAME]

[SPECIFY THE CONTACT NUMBER]

[SPECIFY THE EMAIL ADDRESS]

[SPECIFY THE DATE HERE]

**1. DETAILS OF THE EVENT**

Event : [SPECIFY THE NAME OF THE EVENT]

Location : [SPECIFY THE COMPLETE AND FULL STREET ADDRESS]

[SPECIFY THE CITY AND THE STATE OR COUNTRY]

[SPECIFY THE ZIP OR POSTAL CODE]

Event Date : [SPECIFY THE EVENT DATE]

Coordinator : [SPECIFY NAME OF THE COORDINATOR]

Contact No. : [SPECIFY CONTACT NO. OF THE COORDINATOR]

Email Address : [SPECIFY EMAIL ADDRESS OF THE COORDINATOR]

|  |  |  |  |
| --- | --- | --- | --- |
| **TASK** | **BY WHEN?**  **(Date)** | **PERSON RESPONSIBLE**  **(Name)** | **REMARKS**  **(Date and Done?)** |
| **Approximately 9-6 months prior to the event** | | | |
| 1. On the lookout for community partnerships for solicitations and sponsorships. | [SPECIFY THE DATE ASSIGNED] | [SPECIFY NAME OF THE PERSON RESPONSIBLE] | [SPECIFY REMARKS E.G. DATE AND WHETHER DONE OR NOT YET] |
| 2. Create and initiate aid and assistance from multiple stakeholders and establish ongoing feedback and response. |  |  |  |
| 3. Determine the possible committee members to run the event |  |  |  |
| 4. Seek support from the local media |  |  |  |
| 5. [ADD OTHERS AS NEEDED] |  |  |  |
| 6. [ADD OTHERS AS NEEDED] |  |  |  |
| **Approximately 6 months prior to the event** | | | |
| 1. Complete the planning system and organization.  Type of event  Goals and objectives  Key messages  Action plan/activities  Event staffing, committee and/or volunteers  Timeline of tasks  Budget outline  Promotion and marketing  Risk management  Community support  Resources and merchandise  Assessment documents | [SPECIFY THE DATE ASSIGNED] | [SPECIFY NAME OF THE PERSON RESPONSIBLE] | [SPECIFY REMARKS E.G. DATE AND WHETHER DONE OR NOT YET] |
| 2. Temporarily book or reserve venues, acts, equipment when making inquiries about the costs. |  |  |  |
| 3. Finalize funding applications if applying for funding. Grant applications must be submitted at least four to six months prior to the event. |  |  |  |
| 4. [ADD OTHERS AS NEEDED] |  |  |  |
| 5. [ADD OTHERS AS NEEDED] |  |  |  |
| **Approximately 3-4 months prior to the event** | | | |
| 1. Asset and validate all performers and equipment | [SPECIFY THE DATE ASSIGNED] | [SPECIFY NAME OF THE PERSON RESPONSIBLE] | [SPECIFY REMARKS E.G. DATE AND WHETHER DONE OR NOT YET] |
| 2. Book and reserve venue and check safety, power, insurance requirements and council restrictions and limitations. |  |  |  |
| 3. [ADD OTHERS AS NEEDED] |  |  |  |
| 4. [ADD OTHERS AS NEEDED] |  |  |  |
| **Approximately 8 weeks prior to the event** | | | |
| 1. Determine the Event Director and Event Committee. | [SPECIFY THE DATE ASSIGNED] | [SPECIFY NAME OF THE PERSON RESPONSIBLE] | [SPECIFY REMARKS E.G. DATE AND WHETHER DONE OR NOT YET] |
| 2. Contact and inquire on possible venues where the event can be held. |  |  |  |
| 3. Decide and finalize on the venue where the event will be held. |  |  |  |
| 4. Prepare the budget |  |  |  |
| 5. Send information and/or details and entry forms to affiliated groups. |  |  |  |
| 6. Calculate the number of volunteers required. |  |  |  |
| 7. Event management team meeting - to check the progress. |  |  |  |
| 8. [ADD OTHERS AS NEEDED] |  |  |  |
| 9. [ADD OTHERS AS NEEDED] |  |  |  |
| **Approximately 6 weeks prior the event** | | | |
| 1. Plan where the guests will go and where member will wait and go for the activities of the event. | [SPECIFY THE DATE ASSIGNED] | [SPECIFY NAME OF THE PERSON RESPONSIBLE] | [SPECIFY REMARKS E.G. DATE AND WHETHER DONE OR NOT YET] |
| 2. Determine any supplies and equipment needed and order anything required. |  |  |  |
| 3. Determine any signage needs and order anything required. |  |  |  |
| 4. Finalize list of the event sponsor and add up if required (also, if required for budget). |  |  |  |
| 5. Inspect whether the venue has correct insurance. |  |  |  |
| 6. Undertake risk assessment. |  |  |  |
| 7. Another event management team meeting in order to check progress. |  |  |  |
| 8. [ADD OTHERS AS NEEDED] |  |  |  |
| 9. [ADD OTHERS AS NEEDED] |  |  |  |
| **Approximately 4 weeks before the event** | | | |
| 1. Arrange and coordinate production and ordering of merchandise. | [SPECIFY THE DATE ASSIGNED] | [SPECIFY NAME OF THE PERSON RESPONSIBLE] | [SPECIFY REMARKS E.G. DATE AND WHETHER DONE OR NOT YET] |
| 2. Arrange First Aid services. |  |  |  |
| 4. Inquire and confirm any catering arrangements. |  |  |  |
| 5. Order two-way radios (if necessary). |  |  |  |
| 6. Confirm arrangements on parking. |  |  |  |
| 7. Make arrangements for cleaning before and after the event. |  |  |  |
| 8. Arrange food and information for Families area. |  |  |  |
| 9. Organize the opening ceremony for the event. |  |  |  |
| 10. Finalize the Event Day Schedule & Plan. |  |  |  |
| 11. Send letter of agreement to chosen venue of the event. |  |  |  |
| 12. Determine the person(s) who will present awards. |  |  |  |
| 13. Prepare the division of schedules. |  |  |  |
| 14. Arrange an event management team meeting in order to check progress of the planning. |  |  |  |
| 15. Collaborate with booking and support personnel’s as needed:  Security  Police  Catering  First aid  Photographer  Media |  |  |  |
| 16. [ADD OTHERS AS NEEDED] |  |  |  |
| 17. [ADD OTHERS AS NEEDED] |  |  |  |
| **Approximately 2 weeks before the event** | | | |
| 1. Complete and finalize the Venue Emergency Response Plan (VERP). | [SPECIFY THE DATE ASSIGNED] | [SPECIFY NAME OF THE PERSON RESPONSIBLE] | [SPECIFY REMARKS E.G. DATE AND WHETHER DONE OR NOT YET] |
| 2. Inform and notify the local media about the event. |  |  |  |
| 3. Send timetable schedule to concerned groups. |  |  |  |
| 4. Assign volunteers to tasks and roles. |  |  |  |
| 5. Volunteer training session |  |  |  |
| 6. Arrange an event management team meeting - for final check. |  |  |  |
| 7. Present event assessment report to higher office. |  |  |  |
| 8. Meet with the Manager and Company Heads for evaluation of the event. |  |  |  |
| 9. Order Supplies and Promotional Items. |  |  |  |
| 10. Create and develop a Contingency Plan. |  |  |  |
| 11. Create maps of the local community and region specifying places of interest. |  |  |  |
| 12. [ADD OTHERS AS NEEDED] |  |  |  |
| 13. [ADD OTHERS AS NEEDED] |  |  |  |
| **Approximately 1 month prior to the event** | | | |
| 1. Committee meeting to consider:  Run of Show  Safety  Security  Emergency  Procedures & first aid  Layout  Power supply | [SPECIFY THE DATE ASSIGNED] | [SPECIFY NAME OF THE PERSON RESPONSIBLE] | [SPECIFY REMARKS E.G. DATE AND WHETHER DONE OR NOT YET] |
| 2. Create a procedures sheet for the event and distribute to committee and volunteers. |  |  |  |
| 3. Order signage |  |  |  |
| 4. Make and assure advertising of the event. |  |  |  |
| 5. [ADD OTHERS AS NEEDED] |  |  |  |
| 6. [ADD OTHERS AS NEEDED] |  |  |  |
| **Approximately 3 weeks prior to the event** | | | |
| 1. Make sure the committee and volunteers or everyone involved has a copy of the emergency procedures plan and is familiar with it. | [SPECIFY THE DATE ASSIGNED] | [SPECIFY NAME OF THE PERSON RESPONSIBLE] | [SPECIFY REMARKS E.G. DATE AND WHETHER DONE OR NOT YET] |
| 2. [ADD OTHERS AS NEEDED] |  |  |  |
| 3. [ADD OTHERS AS NEEDED] |  |  |  |
| **Approximately 2 weeks prior to the event** | | | |
| 1. Give out promotional items and materials. | [SPECIFY THE DATE ASSIGNED] | [SPECIFY NAME OF THE PERSON RESPONSIBLE] | [SPECIFY REMARKS E.G. DATE AND WHETHER DONE OR NOT YET] |
| 2. Make ready of name tags everyone involved should have one. |  |  |  |
| 3. Make ready of an event toolbox  Tape/rope/string  Hammer/screwdriver/knife  Pen/paper/marker pens  Batteries  Cameras  Mobile phones and two way radios  Phone list of all the team members and the committee  ID bands |  |  |  |
| 4. [ADD OTHERS AS NEEDED] |  |  |  |
| 5. [ADD OTHERS AS NEEDED] |  |  |  |
|  | | | |
| 1. Increase advertising and event promotion. |  |  |  |
| 2. Collaborate with outside agencies to confirm details and information. |  |  |  |
| 3. Confirm all bookings and reservations. |  |  |  |
| 4. [ADD OTHERS AS NEEDED] |  |  |  |
| 5. [ADD OTHERS AS NEEDED] |  |  |  |
|  | | | |
| 1. Distribute all radio and television releases. |  |  |  |
| 2. Check equipment and supplies are ready and in good condition. |  |  |  |
| 3. Determine and secure any media contact. |  |  |  |
| 4. [ADD OTHERS AS NEEDED] |  |  |  |
| 5. [ADD OTHERS AS NEEDED] |  |  |  |
| **The Day of the Event** | | | |
| 1. Committee and volunteer meet day before the event for set-up and event/venue walk-thru  Security staff  Equipment and AV/Set-up  Volunteer meeting | [SPECIFY THE DATE ASSIGNED] | [SPECIFY NAME OF THE PERSON RESPONSIBLE] | [SPECIFY REMARKS E.G. DATE AND WHETHER DONE OR NOT YET] |
| 2. Hold a five minute debriefing session right at the end of the event. |  |  |  |
| 3. [ADD OTHERS AS NEEDED] |  |  |  |
| 4. [ADD OTHERS AS NEEDED] |  |  |  |
| **Approximately 2 weeks after the event** | | | |
| 1. Promote and advocate successes and achievements to the community. | [SPECIFY THE DATE ASSIGNED] | [SPECIFY NAME OF THE PERSON RESPONSIBLE] | [SPECIFY REMARKS E.G. DATE AND WHETHER DONE OR NOT YET] |
| 2. Create an evaluation and report for the committee and any funding agencies. |  |  |  |
| 3. Send thank you letter to sponsors, guests, everyone involved and [SPECIFY]. |  |  |  |
| 4. Interview with the committee - emphasize any concerns and recommendations and give out a summary of this debrief to relevant people. |  |  |  |
| 5. It is required to examine and assess the success of the event against the goals and objectives of the event. This will help aid the planning and coordination of future events. |  |  |  |
| 6. [ADD OTHERS AS NEEDED] |  |  |  |
| 7. [ADD OTHERS AS NEEDED] |  |  |  |