

Planning a successful event

These questions will help you organise your event.

Use the action planning form and the budget form as well.

School Name _____

Committee Members _____

1. Name of event _____

2. Type of event:

Fundraising Community Service Awareness campaign Social/Fun

3. What will be happening at the event? _____

4. Why are you holding this event? _____

5. When is the event?

Date _____ Start time _____ End time _____

6. Where is the event? _____

7. Is the venue suitable and available? _____ Is it wheelchair-accessible? __

8. Who will be invited? _____

9. Do you need any permission or supervision (make sure you've checked with an adult about health and safety)? _____

10. What equipment do you need? _____

11. What refreshments will you provide? _____

12. Will there be a charge? How much? _____

13. How will you publicise the event? _____

14. How many helpers will you need on the day? _____

What will they do? _____

15. What is the budget for the event? (You should calculate this on the separate budget form)

Money going out _____ Money coming in _____

16. What needs to be done after the event? _____

17. How will you know if the event has been a success and how will you learn from those things that didn't go so well? _____

