#### Events Step 1: Plan well in advance

Be clear on what you want to achieve and re-visit this throughout the process of planning and

delivering of the event. Some approvals can take up to 12 weeks to complete so allow plenty of time.

###### What type of event is it? What are you going to call it?

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**What types of activities will take place?**

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###### When will it happen?

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###### Where will it take place?

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**Who is the target audience? How many people do you want to attend?**

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###### Will you charge participants to attend? Y/N. If yes, how much?

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**Who do you need to talk with?**

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###### How many staff are needed?

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| --- |
|  |

**What is your budget?**

**Make sure you stick to it! Here is a budget example:**

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| --- | --- | --- |
| **Income** | | **$**  **(total amount you have to spend)** |
| **Expenditure** | | |
| **Item** | **Description** | **Cost** |
| *i.e marquee hire* | *Size 3x3. Require 4 in total* | $*450* |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  | **Total Expenditure** | $  (this should not exceed the amount you have in income) |

**How will you measure success?**

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