

Event Planning Checklist

When planning your event, it is important to remember that each event is different and will have its own unique considerations. This document is a guide to the sort of requirements that might be required to initiate, plan, deliver and evaluate an event. Your group will need to consider what is and isn't relevant to your event, because these elements won't necessarily apply to everyone.

Part one: Planning

Complete	Action	Supporting notes
<input type="checkbox"/>	Identify why you want to run the event	The Community Toolkit has a range of content called " Forming Your Idea ". This will help to define the why behind your event and what you hope to achieve.
<input type="checkbox"/>	Identify what you hope to achieve by running the event	
<input type="checkbox"/>	Choose a date and time for the event	What else might be happening on the same dates that you are proposing?
<input type="checkbox"/>	Determine the type of venue required for the event	Consider the expected number of attendees, facilities you require access to, where the likely attendees live, parking, weather, etc.
<input type="checkbox"/>	Determine who needs to be involved in running the event	What skills do you need? What roles and responsibilities need to be filled? How big will the audience be and how does this impact on the running of your event?
<input type="checkbox"/>	Determine what funding or in-kind support you'll require to run this event	The Community Toolkit has a range of content called " Funds and Finances " that will help you to plan an affordable budget and, if required, find additional funds.
<input type="checkbox"/>	Figure out whether your group can cover the costs associated with the event	
<input type="checkbox"/>	If you require further funding or in-kind support, identify some local businesses or other community groups that might be able to help	
<input type="checkbox"/>	Consider how you will promote your event	The Community Toolkit has a range of content called " Marketing and Promotions " that will help your group to spread the word about your event.
<input type="checkbox"/>	What will you need to put in place to ensure your event is safe	The Community Toolkit has a range of information to assist with risk management at events.

Part two: Documents and processes

Complete	Action	Supporting notes
<input type="checkbox"/>	Develop a Project Plan	You can find a template to use within the Community Toolkit in the " Forming Your Idea " category.
<input type="checkbox"/>	Develop a Risk assessment	The Community Toolkit has links to information about event risk management.
<input type="checkbox"/>	Develop a Marketing plan	The Community Toolkit has a range of information in it (within the " Marketing and Promotions " category) that will help you to spread the word about your event.
<input type="checkbox"/>	Create a site plan/map	This will help to save time and cut down on problems on the event day and it will aid in identifying the various things you need on site.
<input type="checkbox"/>	Develop a Run sheet	You can find a template to use within the Community Toolkit in the " Running Events " category.
<input type="checkbox"/>	Submit a City of Wanneroo event notification	This process will be required if your event is being held within the City of Wanneroo. It must be completed at least 10 weeks before your event.
<input type="checkbox"/>	Submit a City of Wanneroo event application <i>(if required)</i>	This process is not required for all events- the City of Wanneroo will advise you if this step is required.

Part three: Bookings

Complete	Arrangements to make	Notes
<input type="checkbox"/>	Venue/location	Make sure you factor in event set-up and pack-up time into your booking.
<input type="checkbox"/>	Catering	Also consider food options for people with special dietary requirements.
<input type="checkbox"/>	Volunteer, member, or staff involvement	Confirm in writing exactly when these people are required and how long for.
<input type="checkbox"/>	Entertainers and performers	Be clear on any technology, facility, or material requirements that they might need.

<input type="checkbox"/>	Equipment required to run your event	For example, speaker system, microphone, stage, marquee, barbecue, etc.
<input type="checkbox"/>	Signage	Provide signage that is clear, concise, and easy to read and make sure you have permission to display the sign in the desired locations.
<input type="checkbox"/>	Material items	Don't forget the small things like pens, serviettes, batteries, utensils, etc.

Part four: Additional requirements

Complete	Action	Notes
<input type="checkbox"/>	Test equipment days before the event	Confirm it's functioning correctly and address any issues quickly.
<input type="checkbox"/>	Confirm all members/volunteers are aware of the event and their involvement	This helps to make sure everyone feels respected and are clear on any tasks that they must complete.
<input type="checkbox"/>	Identify how/if you're going to register attendance	Even if formal registration isn't required, it is valuable to keep track of how many attend on the day- this helps with evaluation.
<input type="checkbox"/>	Assign someone to act as photographer	Anyone can do this- it doesn't need to be a professional and it can be as simple as using a phone camera if you don't have access to another one.
<input type="checkbox"/>	Consider how you will thank people for their help in running the event	Consider if you need to arrange gifts/certificates/social media posts to thank people for their help in running the event.
<input type="checkbox"/>	Ensure the event will be welcoming and inclusive of all people	In the Community Toolkit you can find a how-to guide to help with this in the "How to be Inclusive" category.
<input type="checkbox"/>	Explore if you can get additional benefits from running the event	Events are a great opportunity to achieve other goals because of the captive audience they attract, e.g. find new volunteers, raise funds, educate, etc.
<input type="checkbox"/>	Plan how you will evaluate the event once it has concluded	Evaluation is critical to celebrating your success and improving in the future.