



Event Planning Template

This template is designed to guide you as you prepare for your event, to ensure that all possible elements have been considered which will help your event to be successful and safe*. Complete as much or as little as is necessary for your event.

**A comprehensive event plan can minimise the chances that an incident will occur, and in the event that an incident arises a well formed event plan may assist in incident management and review.
Event planning is a requirement of the Safe Church Policy of the Diocese of Wangaratta. As a minimum, risk assessment must be conducted on all events.*

Summary Information:

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|-----------------------|--|
| Event Name | |
| Event Date | |
| Event Location | |

Event Details:

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| 1. Name and description of the event |
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| 2. What is the main purpose or intended outcome of the event? |
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| 3. Do you want the event to meet needs/outcomes other than those above? <i>Secondary purposes, value adds, 'as long as we have everyone here...'</i> |
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| 4. Where will the event be held? <i>City, venue, room, facility contact person</i> |
| |

5. When will the event be held?

Day/s, date/s, start and finish times, set up and pack up times

6. Who is the main contact for the event?

Name, phone number and email

7. Who else is helping to organise the event?

Names, role on organising group / committee

8. Who do you want at the event?

Audience/participants, speakers, special guests

9. Who else needs to know about the event?

Other organisations, Anglican community, other churches, other dioceses, general community?

10. How will the event be promoted? (See Communication Planning Tool)

Direct email, ad populum, ad clerum, website, The Advocate, local media, flyers?

11. How do people register to attend?

Phone, email, online, mail?

12. How much do you expect it will cost to hold the event?

If a budget has been set, how much is available?

13. How will the event be funded / resourced?

Sponsorship, registration fees, in-house?

14. Is there a cost for participants to attend? If so, how much?

15. What are the facilitation requirements for the event?

MC, workshop facilitator, Chairperson?

16. What are the physical requirements needed for the event to work?

Overhead projector, screen, computer, server, PA system, audio-visual, roving/fixed mics, extension leads, lectern?

17. Will catering be required? (See Catering Checklist)

18. What signage is required?

Maps, signage to facility, signage at facility, access requirements or restrictions?

19. What documentation needs to be prepared?

Program / agenda, invitations, name tags, handbook, running sheet, certificates, printed presentations?

20. What material will participants receive for the event? When will it be provided?

Pre-event, during the event, on arrival or at the end?

21. If presentations are being delivered at the event, how will these be provided by the speaker?

Email, USB, hard copy?

What contingencies are there for file or equipment failure to ensure presentations can be delivered?

22. If a key speaker is attending the event, are there other activities you want the speaker to be involved in while they are here?

Services, dinners, fetes, workshops?

23. What are the potential risks associated with the event? How can these be managed or minimised? (See Risk Assessment Tool)

24. Does the event require formal or informal evaluation? If so, how will the evaluation be collected?

Prior to the event, follow up after the event, pre and post during event?

25. What staff are required for the event?

Ushers, greeters, registration desk, gophers, minutes, IT support, kitchen, pack up, set up, chaplain?

26. Are staff required to have Working with Children Checks?

If the event, activity or program is child-focused or if it might reasonably be expected that children will be involved, consideration should be given to Working with Children Check and Child Safe Risk Management requirements.

27. What items do you want in the event environment?

Flowers, displays, banners, music, room layout, table arrangement?

28. Do you need to consider accessibility issues for the event?

Wheelchair access, disabled parking, etc?

29. What will the registration or sign in process be at the event?

Where and when will people be able to sign in?

