



## Event Planning Checklist

|                                     |     |              |                  |      |
|-------------------------------------|-----|--------------|------------------|------|
| <b>Event</b>                        |     |              |                  |      |
| <b>Event Coordinator</b>            |     |              |                  |      |
| <b>Price/entry fee</b>              |     |              |                  |      |
| <b>Date of Event</b>                |     |              |                  |      |
| Set up time                         |     |              |                  |      |
| Event start                         |     |              |                  |      |
| Event finish                        |     |              |                  |      |
| <b>Risk assessment carried out?</b> |     | Yes          | No               | Date |
| <b>Volunteer support needed</b>     |     |              |                  |      |
| Raffle                              | Yes | No           | Raffle volunteer |      |
| Bar                                 | Yes | No           | Bar Volunteer(s) |      |
| Soft drinks                         |     | Full Bar     |                  |      |
| <b>Food</b>                         | Yes | No           |                  |      |
| Type of Food                        |     |              |                  |      |
| Snacks                              |     | Volunteer(s) |                  |      |
| In-house cooking                    |     | Volunteer(s) |                  |      |
| External caterer                    |     | Provider     |                  |      |
|                                     |     | Volunteer(s) |                  |      |
| <b>Shopping</b>                     |     | Volunteer(s) |                  |      |

|                           |            |     |                 |     |
|---------------------------|------------|-----|-----------------|-----|
| Marketing                 |            |     |                 |     |
| Parish Mag                |            |     |                 |     |
| Local FB pages            |            |     |                 |     |
| Local Neighbourhood sites |            |     |                 |     |
| Posters                   |            |     |                 |     |
| Flyers                    | All houses | Y/N | Target roads    |     |
| Volunteer(s) to deliver   | Y/N        |     | Draft volunteer |     |
| Event budget drawn up     |            | Y/N | Projector       | Y/N |
| Use of microphone         |            | Y/N | Mic Charged     | Y/N |
| Use of sound system       |            | Y/N |                 |     |
| Any other issues to note  |            |     |                 |     |
|                           |            |     |                 |     |
|                           |            |     |                 |     |
|                           |            |     |                 |     |