

EVENT PLANNING CHECKLIST

TURN2US
FIGHTING UK POVERTY

Use this basic checklist to assist you in planning a successful event. Remember, we may not have all of the specifics that your event requires on this sheet, so brainstorm prior to starting your planning to make sure everything gets covered!

Name of event: _____

Date: _____

Time: _____

Location: _____

Event Purpose: _____

BRAINSTORMING

Will the event work? Yes / No
Minimum no. of people required
Do we have resources to make it happen?

BUDGETING

See sample budgeting sheet (attached)

VENUE

Officer in charge: _____
☐ Draft list of suitable venues
☐ Contact venues for quotes and availability
☐ Tentatively book a couple of dates
☐ Set up dates to visit potential venues
☐ Confirm venue

SCHEDULING

☐ Source electronic and audio equipment
☐ Source caterers
☐ Confirm performers/key speakers
☐ Schedule travel arrangements for guest speakers
☐ Arrange accommodation for Key speakers

PERMITS/INSURANCE

☐ Food Permit completed
☐ Alcohol Permit Completed
☐ Outdoor Space Permissions sought
☐ Insurance checked and issues addressed
☐ Confirmed by Turn2us

FUNDRAISING

Officer in charge: _____
☐ List of suitable companies drawn up
☐ Companies approved by Turn2us
☐ Approved companies approached
☐ Donation levels confirmed

ADVERTISING

Officer in charge: _____
☐ Turn2us contacted
☐ Communications plan completed
☐ Posters & flyers ordered
☐ Posters & flyers distributed

SHOPPING

Officer in charge: _____
☐ Supplies needed for event
☐ Decoration
☐ Cash box
☐ Collection tins
☐ Performer/guest speaker requests
☐ Other

WEEK PRIOR

Officer in charge: _____
☐ Confirm venue/equipment/catering etc.
☐ Confirm guest speaker travel arrangements
☐ Assign shifts/task for volunteers
(set up/event/take down)
☐ Check all printed materials
☐ Circulate attendance list to key parties

DAY OF EVENT

Officer in charge: _____
☐ Ensure guest speaker has transport to site
☐ Check venue set up
☐ Print attendance list
☐ Check all electronics

AFTER EVENT

Officer in charge: _____
☐ Send thank you notes to speakers etc.
☐ Do a post evaluation (see attached example)
☐ Send finance and Gift Aid forms to Turn2us

Event Planning Guide Template Charity

Yan Bai



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