

EVENT PLAN

Thank you so much for your support of Cure4CF Foundation, we hope you have a great experience raising funds toward a cure for cystic fibrosis. Here is a guide to help you get started on your event planning.

FOUR MONTHS PRIOR TO YOUR EVENT

- Decide what type of event you are going to hold and choose a date to hold it on.
- Fill out the Cure4CF event registration and email it to info@cure4cf.org.
- Research price for venue and other costs.
- Ask friends, family or work colleagues for help. Maybe you can form an event committee.
- Start building support for your event by letting your family and friends know in advance about what you are doing.
- Set your budget - try to keep your fundraising costs under 30%.
- Identify areas where you may be able to source items to be donated or parts of your event that could be sponsored.
- Send proposals to organisations who could support you.

THREE MONTHS PRIOR TO YOUR EVENT

- Follow up your sponsors to see if they are able to support your event.
- Secure venue and other vendors.
- Start to build your guest list.
- Design your invitations and flyers etc.
- Please forward any promotional material you are developing to Cure4CF for approval if our logo is included, Email to info@cure4cf.org

TWO MONTHS PRIOR TO YOUR EVENT

- Send out your invitations, don't forget to include your RSVP date.
- Organise how you are going to execute your event with support of volunteers.
- Send a media release to your local media.

ONE MONTH PRIOR TO YOUR EVENT

- Send details and any last minute correspondence to your guests.
- Follow up with local media

TWO WEEKS PRIOR TO YOUR EVENT

- Confirm venue and all suppliers.
- Update volunteers on the event details and tasks assigned.

DAY OF THE EVENT

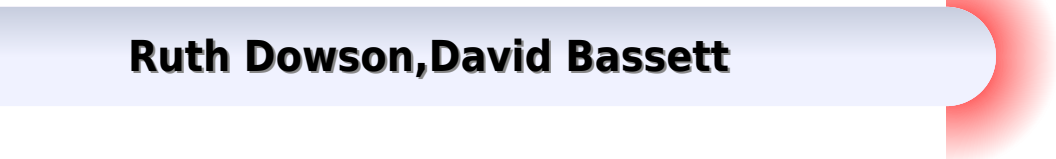
- Have fun and celebrate the role you have played in being part of the cure for cystic fibrosis airway disease.

AFTER YOUR EVENT

- Collect all of your donations and deposit your funds with Cure4CF Foundation.

Event Planning Guide Template

Ruth Dowson, David Bassett



Event Planning Guide Template:

Event Planning Guideline Aretha Burriesci,2021-05-17 Whether organizing a small meeting or orchestrating a large conference event planning is a huge task Every event no matter how simple or complex requires detailed planning and organization From establishing an accurate budget to promoting your event there are a number of components you should start to consider early on to make the process as stress free as possible While no two events are the same and every event has varying goals budgets and audiences there are several steps you can take to jump start the planning process keep on track and maximize your event s success *Event Planning Guide Template: Tips, Ideas and Tools for Event Planning*

Melodi Cervený,2021-05-27 Whether organizing a small meeting or orchestrating a large conference event planning is a huge task Every event no matter how simple or complex requires detailed planning and organization From establishing an accurate budget to promoting your event there are a number of components you should start to consider early on to make the process as stress free as possible While no two events are the same and every event has varying goals budgets and audiences there are several steps you can take to jump start the planning process keep on track and maximize your event s success

The Event Planning Toolkit Linda Joyce Jones,2020-11-12 The Event Planning Toolkit will help you rise to the occasion to plan and execute extraordinary meetings and events by getting organized reducing time wasting mistakes and inspiring creativity The Event Planning Toolkit provides the information you need to prepare and execute each aspect of your event with precision and enjoy the big day with less stress and fewer unpleasant surprises It provides the assistance you need to make your event a real hit Many people find the thought of planning an event to be an intimidating prospect They think they re not organized enough or they don t have the experience required to pull it off But whatever the occasion the path to success is straightforward it s a matter of thinking through the details and using a proven strategy to create an action plan and execute that plan on time and on budget In this book you will not only learn how to manage your scope time and resources but also identify goals create a budget find the right venue assemble an effective team and much more Use The Event Planning Toolkit to uncover some juicy nuggets of information that you can apply to your next event and give you the courage and confidence take on any new project or assignment that comes your way *The Office: The Official Party Planning Guide to Planning Parties*

Marc Sumerak,Julie Tremaine,Anne Murlowski,2020-10-13 Authentic parties recipes and pranks from the Dundies to Kevin s famous chili Title page **The Office: The Official Cookbook and Party Planning**

Guide Julie Tremaine,Marc Sumerak,Anne Murlowski,2024-04-16 Host an authentic New England garden party with James Trickington s helpful tips and tricks throw a holiday party with Angela Martin s double fudge brownies or set the stage for the perfect dinner party with Osso Buco and Serenity by Jan candles This re released cookbook puts the food front and center sets the stapler in the Jell O and provides the perfect pairing of games and decor for any type of event Inspired by the hit NBC series beloved characters and their hilarious shenanigans this book puts you at the head of your very own party

planning committee Event Management Mastery: An Useful Practical Guide to Planning Corporate, Social, Virtual, and Hybrid Events Deepak, Looking for an all in one event management guide that covers everything from planning in person gatherings to hosting virtual and hybrid events Whether you re a seasoned professional or just starting out Event Management Mastery provides the tools and strategies you need to plan and execute unforgettable events with ease This ebook takes you step by step through the process of how to plan events of all types corporate conferences weddings festivals charity galas and more It s packed with event planning tips and tricks to help you handle every aspect of the event management process including budgeting marketing logistics and attendee engagement Inside this guide you will learn Event Planning for Beginners A detailed introduction to the basics of event management making it easy for first time planners to get started Virtual and Hybrid Events Discover how to plan and execute virtual events and hybrid experiences using the latest technology to reach a global audience Sustainable Event Management Learn how to incorporate eco friendly practices into your event planning ensuring your events have a positive impact on the environment Event Management Trends Stay ahead of the curve with insights into the latest trends transforming the event industry including personalization gamification and inclusivity Tools for Event Planners Get to know the best tools and software for managing events tracking attendee engagement promoting your event and more With real life examples from events around the world this ebook provides practical strategies to help you handle the challenges of event management and achieve success Whether you re managing a small social gathering or a large scale public event you ll find valuable insights to help you navigate the complex world of events with confidence Key Features In depth guides on virtual hybrid and sustainable event planning Tools and techniques to streamline your event management process Real world case studies to illustrate how to solve common event challenges Downloadable templates and checklists to keep you organized Perfect for Event planners at any stage of their career from beginners to experienced professionals Entrepreneurs and small business owners looking to plan successful events Corporate managers handling virtual conferences product launches and seminars Whether you re planning your first event or looking to sharpen your skills Event Management Mastery offers useful practical insights you need to create impactful and successful events **Event Planner: How to Start a Full Service Event Planning Business** J.H.

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A Pre-event Recovery Planning Guide for Transportation Patricia Bye,2013 TRB s National Cooperative Highway Research Program NCHRP Report 753 A Pre Event Recovery Planning Guide for Transportation is designed to help transportation owners and operators in their efforts to plan for recovery prior to the occurrence of an event that impacts transportation systems The guide includes tools and resources to assist in both pre planning for recovery and implementing recovery after an event NCHRP Report 753 is intended to provide a single resource for understanding the principles and processes to be used for pre event recovery planning for transportation infrastructure In addition to the principles and processes the guide contains checklists decision support tools and resources to help support pre event recovery planning

Publisher description **Event Planning and Management** Ruth Dowson,David Bassett,2018-11-03 Event Planning and Management second edition is an ideal resource for those seeking a step by step formula to plan and deliver a successful event With the vital balance of professional experience behind them the authors teach the next generation of event planners with unrivalled knowledge ensuring an effective event process from start to finish This book delivers practical understanding of the theory and practice needed to activate each stage of planning from initial venue selection budgeting and programme content to managing stakeholders and sponsors promotion risk assessment safety and post event evaluation Fully revised the second edition of Event Planning and Management expands on managing events on the day and explores the PR and experiential marketing boom for live brand experiences Including updated real world case studies from around the globe it also features an invaluable toolkit of templates planning checklists and budget sheets Accompanied by a host of

downloadable resources this book is the ideal end to end resource for both event planning modules and certifications plus busy marketing and PR professionals facing the new wave of live brand and customer experiences *Event Management: For Tourism, Cultural, Business and Sporting Events* Lynn Van der Wagen, Lauren White, 2018-04-01 Event Management specifically written for the Diploma of Event Management and Advanced Diploma of Event Management is a comprehensive resource for anyone wanting to build their expertise in professional event management This edition adopts a scaffold learning pedagogy helping students move through the material logically and efficiently while building on their understanding of tourism cultural business and sporting events

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