



10 Steps to Plan an Event



1

**Define Goals
& Objectives**

2

Select Event Date

3

Create Master Plan

4

Make Budget

5

**Create Event Branding
& Start Publicity**

6

**Secure Sponsorship
& Speakers**

7

Launch Ticket Sales

8

**Coordinate With
Event Suppliers**

9

**Manage Day-of
Set Up & Execution**

10

**Conduct Post-Event
Analysis**



Events Management Resource Guide

Jianjun Gao



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