

Event Action Plan

Activity	Action	Person Responsible
Decide type of event, set date and time		
Prepare draft programme		
Order 'Volunteers' Week resources		
Seek sponsorship and decide budget		
Book venue and catering		
Contact and brief speakers/special guests and issue invitations		
Organise equipment		
Issue press release inviting media and book local photographer		
Finalise numbers, organise registration/name badges		
The Big Day! Present 'Volunteers' Week badges or certificates		
Post photos on website or display in organisation		
Post thank you letters		
Evaluate: what worked well, what didn't?		

Event Management Action Plan Template

Ying Liu



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