

How to plan an event

These are just some of the key areas you need to consider when planning your event

Your Event	<ul style="list-style-type: none">• Is it manageable?• Is it something you will enjoy doing?• How many people will you need to invite?• Is the event interesting?• Will people want to support your event?
Venue	<ul style="list-style-type: none">• What is the cost of the venue?• Is it accessible – driving or public transport?• Does it have sufficient parking?• Is it insured?• Does it have a liquor/entertainment license?
Scheduling	<ul style="list-style-type: none">• When will you hold the event?• What other events are on the day of your?• Who is your audience?• Will the event conflict with any public holidays?
People & Equipment	<ul style="list-style-type: none">• Will you require help planning or running the event?• Who will recruit & organise volunteers?• Where will you get help from?• Do you need to hire equipment?
Money Matters	<ul style="list-style-type: none">• What is the total cost of the event?• How are you going to raise money?• What is your income target?• How are you going to cover the costs?
Insurance	<ul style="list-style-type: none">• Will you need insurance to cover accidents or bad weather?• If it's a dangerous event, have you sought professional advice?• What do you need to insure?
Keeping it Legal	<ul style="list-style-type: none">• Do you have to inform the police or local authorities?• Do you need any licences or permits?• Do you have written permission from the charity?
Publicity	<ul style="list-style-type: none">• Will you need to produce posters, flyers, tickets etc?• How will you promote your event?• Have you got a photographer?• Will the local press/radio help you to promote the event?