



Event Planning Checklist

The table below is a sample step-by-step guide to the jobs you may need to complete (the list is not exhaustive). **This is just an example**, so you can copy it but be sure to adjust the timescale and jobs depending on the size of your event. You won't need to plan a year ahead for a small picnic in the park, but you will need detailed planning and longer timescales for larger events.

Stage 1 – Before the event (for large scale events this should be at least 12 months prior to the event)	Action required	By whom?	By when?	Completed
Select and book your venue				
Ensure the venue suitable for the numbers and activities planned				
Check whether you need specialist equipment or facilities				



Event Planning Checklist

Apply for any special permissions or licences				
Form an organising committee				
List costs for event e.g. marquee, venue hire, PA system, prizes, catering, marketing, insurances, licences etc				
Draw up budget showing projected income and expenditure				
Tell the relevant authorities about the event, e.g. Council/emergency services etc				



Event Planning Checklist

Liaise with the Council's events coordinators and key services such as highways, licensing, environmental health, local community network manager and emergency services to discuss event safety, road closures etc				
Prepare and carry out risk assessment				
Apply for sponsorship and external funding				



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Event Planning Checklist

Stage 2 – Organising the event (1- 5 months before the event)	Action required	By whom?	By when?	Completed
Confirm budget				
Obtain landowners' permissions				
Book any performers and request their insurance details and risk assessments etc				
Draw up site plan				
Book any equipment/services needed, such as staging, seating, barriers, PA system etc				



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Event Planning Checklist

Work out staffing and volunteer requirements				
Design and produce promotion and marketing leaflets and posters				
Obtain adequate insurance				
Stage 3 – Final preparations (0-4 weeks before the event)	Action required	By whom?	By when?	Completed
Ensure everyone is clear about their roles and responsibilities on the day				



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Carry out briefing and training sessions for staff/volunteers etc				
Confirm arrangements with suppliers, hirers and performers				
Distribute flyers (up to 4 weeks before event) and posters (up to two weeks before the event)				
Tell the local media about your event				
Organise litter picking and recycling teams and equipment				



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Stage 4 – After the event	Action required	By whom?	By when?	Completed
Leave the site clean				
Balance the finances				
Obtain feedback from relevant authorities Council/emergency services etc				
Hold committee meeting to review/feedback on the event				
List what went right/what went wrong				
List how will you improve things next time				



Event Planning Checklist

Thank you letters				
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Start planning for the next one!