

# EVENT PLANNING CHECKLIST

**TURN2US**  
FIGHTING UK POVERTY

Use this basic checklist to assist you in planning a successful event. Remember, we may not have all of the specifics that your event requires on this sheet, so brainstorm prior to starting your planning to make sure everything gets covered!

Name of event: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Event Purpose: \_\_\_\_\_

## BRAINSTORMING

Will the event work? Yes / No

Minimum no. of people required

Do we have resources to make it happen?

## BUDGETING

See sample budgeting sheet (attached)

## VENUE

Officer in charge: \_\_\_\_\_

- ☐ Draft list of suitable venues
- ☐ Contact venues for quotes and availability
- ☐ Tentatively book a couple of dates
- ☐ Set up dates to visit potential venues
- ☐ Confirm venue

## SCHEDULING

- ☐ Source electronic and audio equipment
- ☐ Source caterers
- ☐ Confirm performers/key speakers
- ☐ Schedule travel arrangements for guest speakers
- ☐ Arrange accommodation for Key speakers

## PERMITS/INSURANCE

- ☐ Food Permit completed
- ☐ Alcohol Permit Completed
- ☐ Outdoor Space Permissions sought
- ☐ Insurance checked and issues addressed
- ☐ Confirmed by Turn2us

## FUNDRAISING

Officer in charge: \_\_\_\_\_

- ☐ List of suitable companies drawn up
- ☐ Companies approved by Turn2us
- ☐ Approved companies approached
- ☐ Donation levels confirmed

## ADVERTISING

Officer in charge: \_\_\_\_\_

- ☐ Turn2us contacted
- ☐ Communications plan completed
- ☐ Posters & flyers ordered
- ☐ Posters & flyers distributed

## SHOPPING

Officer in charge: \_\_\_\_\_

- ☐ Supplies needed for event
- ☐ Decoration
- ☐ Cash box
- ☐ Collection tins
- ☐ Performer/guest speaker requests
- ☐ Other

## WEEK PRIOR

Officer in charge: \_\_\_\_\_

- ☐ Confirm venue/equipment/catering etc.
- ☐ Confirm guest speaker travel arrangements
- ☐ Assign shifts/task for volunteers (set up/event/take down)
- ☐ Check all printed materials
- ☐ Circulate attendance list to key parties

## DAY OF EVENT

Officer in charge: \_\_\_\_\_

- ☐ Ensure guest speaker has transport to site
- ☐ Check venue set up
- ☐ Print attendance list
- ☐ Check all electronics

## AFTER EVENT

Officer in charge: \_\_\_\_\_

- ☐ Send thank you notes to speakers etc.
- ☐ Do a post evaluation (see attached example)
- ☐ Send finance and Gift Aid forms to Turn2us