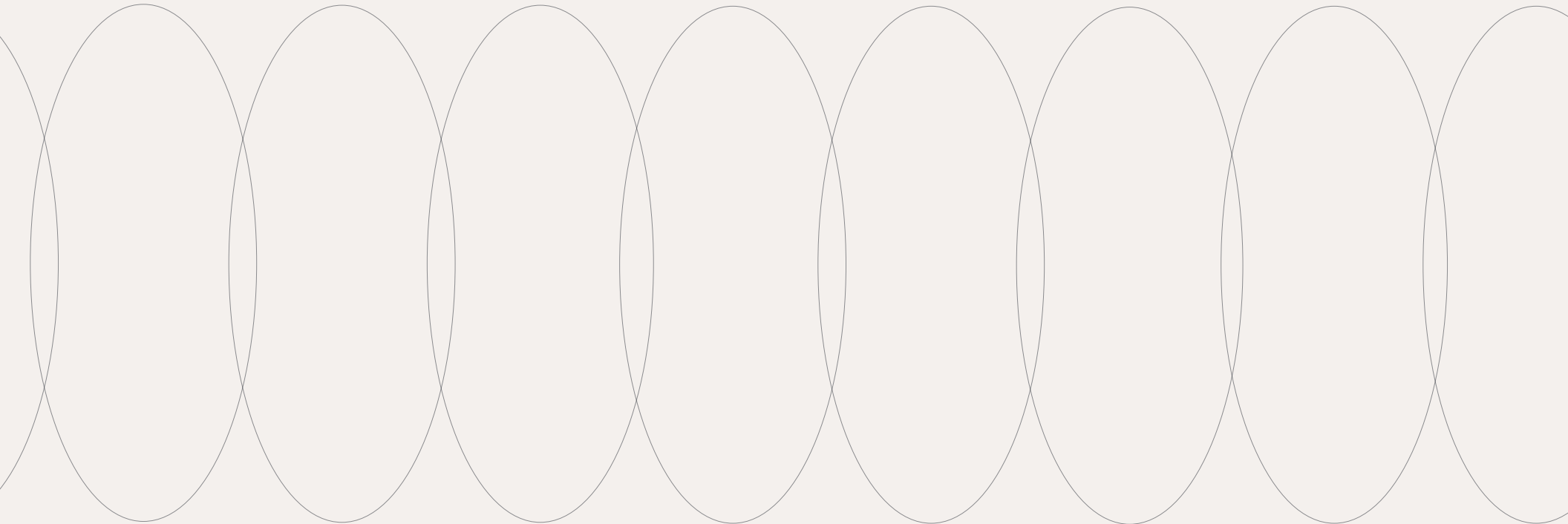


The slide features a solid olive green background. A large, thin white circle is centered on the page. The text 'Event Management' is written in a white, bold, serif font, with 'Event' on the top line and 'Management' on the bottom line, both centered within the circle. Below the main title, the text 'Planned by' is written in a smaller, white, sans-serif font, also centered. The background is decorated with a grid of thin white lines and two pairs of overlapping white circles, one pair above and one pair below the central circle.

Event Management

Planned by

Team members



Event Overview

Event Title

Event Date

Event Time

Event Location

Event Description

Event coordinator information

Coordinator name

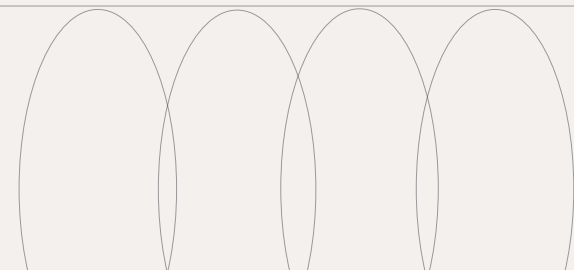
Coordinator org

Telephone

Email

Add'l name

Contact phone 1



Event scope

Target audience

Messaging

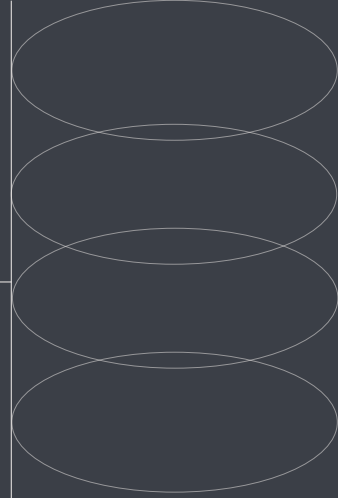
Objectives

Risk Management

Identify Risk

Risk Mitigation

Milestones, Benchmarks
and measures of succes:



Task Checklist + Assignment

Task

Date Completed

Party Responsible

Prizes / giveaways

Decorations / floral

Seating

Tables / linens

Glasses / dishes /
flatware / napkins

Food / menu / dietary
concerns / addressed

Beverages

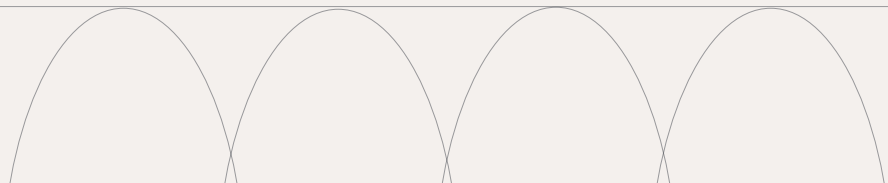
Additional staff

Security / first aid



Task Checklist + Assignment

Task	Date Completed	Party Responsible
Invite list compiled		
Rsvp process defined		
Invitations composed / printed		
Invitations sent		
Print advertising		
Radio / television advertising		
Media advertising		
Event signs / signage		
Programs / catalogues		
Promotional gifts		



Task Checklist + Assignment

Task

Date Completed

Party Responsible

Team identified

Funding sourced

Sponsorship obtained

Location secured

Permission requested

Permits issued / requested

Parking / transportation logistics

Event entertainment /
speakers confirmed

Talent rehearsals scheduled

Task Checklist + Assignment

Task	Date Completed	Party Responsible
Ada access		
Housekeeping		
Event floor plan / set-up		
Guest greeters / ushers		
Registration area and process		

Specifications

Equipment Required

COMMENTS: AVAILABLE IN-HOUSE, SPEAKER WILL PROVIDE, ETC.

Lighting

Sound

Microphones

Stage

Podium

Background music

Describe staging set-up and requirements

A/v point of contact

A/v email

Describe any:

Post-event evaluation

Objectives met?

Budgetary constraints met?

Unintended positive outcomes?

Unintended negative outcomes?

Feedback analysis

Staff and vendor evaluation

Review of
Measurements for success

Celebration & thank yous to team,
staff, vendors, guests, etc.

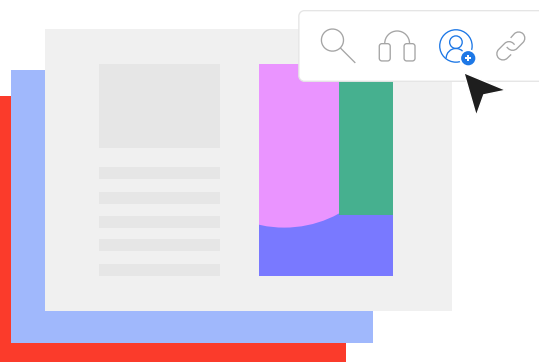
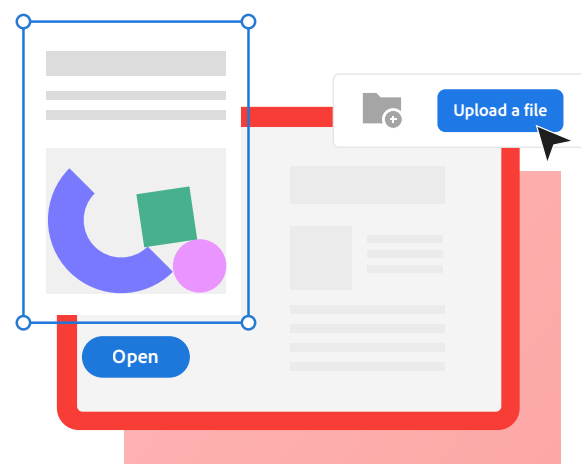


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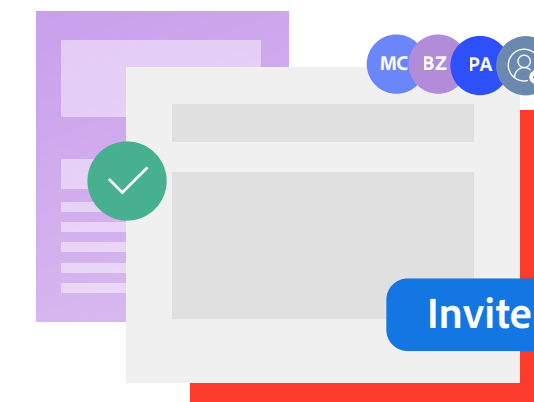
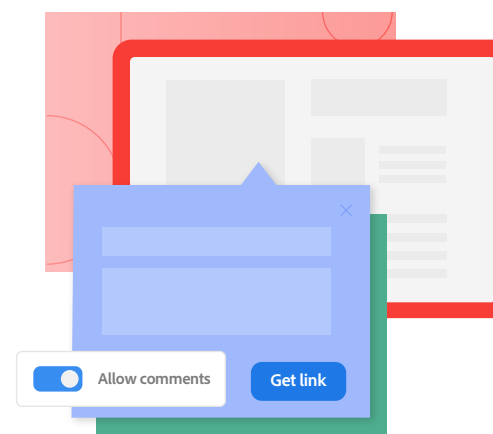


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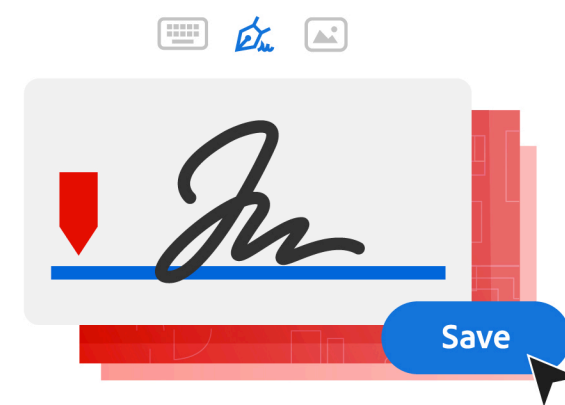
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