

ADRA AMBASSADORS: EVENT PLANNER

Event Name:

Key Organiser:

Email:

Phone:

Date of Event:

Start Time:

Finish Time:

Rain Date:

What would cause a postponement?

Location:

Purpose of the event (raising awareness, fundraising, education, service, entertainment, other):

Target Audience/Guests:

Number of Audience/Guests:

Special Guests/VIPs?

Volunteer Roles:

| To Do List: | Person Responsible: | Special notes: | <input checked="" type="checkbox"/> |
|---|---------------------|---|-------------------------------------|
| Reserve venue | | | <input type="checkbox"/> |
| Confirm special guests/VIPs | | | <input type="checkbox"/> |
| Discuss and draft a run-sheet for event | | Establish who is responsible for each part of the run-sheet | <input type="checkbox"/> |
| Determine which publicity methods will be most effective for audience | | | <input type="checkbox"/> |
| Create publicity/invitations | | | <input type="checkbox"/> |
| What signage is needed at event? | | (Directions, parking, enter/exit, special instructions, etc.) | <input type="checkbox"/> |
| Special requirements from school? | | | <input type="checkbox"/> |
| Ensure disability guests are catered for | | Access Toilets Dietary requirements | <input type="checkbox"/> |
| Document Health and Safety | | (Ask your school for the forms specific to your school) | <input type="checkbox"/> |
| Travel/Transport | | | |
| Budget | | | <input type="checkbox"/> |
| Communication (announcements, posters, newsletter messages, social media, newsletter reminders) | | (Create a calendar for sharing volunteer info, publicity drops) | <input type="checkbox"/> |
| Discuss and finalise run-sheet | | (Include set up, when and where volunteers meet, event run -sheet, pack down) | <input type="checkbox"/> |