EVENT CHECKLIST

# 9-12 Months out

 Event Concept and Name Development  Book Venue

 Organise PLI

 Secure Funding & Sponsorship

# 6-9 Months Out

 All Stakeholder Notification  Budget development

 Permit Applications

 Traffic Management Plans  Book Contractors

 Book Logistics and Equipment  Identify ticketing model

# 3-6 months out

 Organise Event Promotion  Prepare Risk assessments

 Appoint Staff and Volunteers

# 2 months out

 Distribute Media releases  Marketing Plan Activation

# 1 month out

 Run Sheets with Event Contacts finalised  Community notification

 License acceptances received  Prepare Photography brief

 Event Management Plan finalised

# Bump In

 Site Inductions

 Risk Plan checked

# Event Day

 Deliverables met  Surveys conducted

# Post Event

 Accounts reconciled

 Evaluations and Feedback Collated