

Event name: \_\_\_\_\_

# Planning Checklist

Who? What? Where? When? How?

- Product development
- Event timings
- Promotion
  - Plan where flyers will be distributed
  - How else can you promote the fair?
- Volunteer recruitment
- External suppliers
- Ticket / Program sales?
- Event management
  - Ticket collection
  - Runners
  - Supervisors
  - Volunteer co-ordination
  - Clean up team
  - Responsibility for remaining stock and floats
  - First Aid
- Number of stalls?
- Inside or outside (wet weather planning)
- Set-Up: chairs, tables, etc.
- Any special requirements? (Access / water / power)
- Floats (bags of change)
- Number of people needed to run a stall
- Audio / visual needs: Music, PA system, electricity
- Catering: Visitors may expect to buy food and drinks
- Timetabling of any displays and performances
- Anything else?