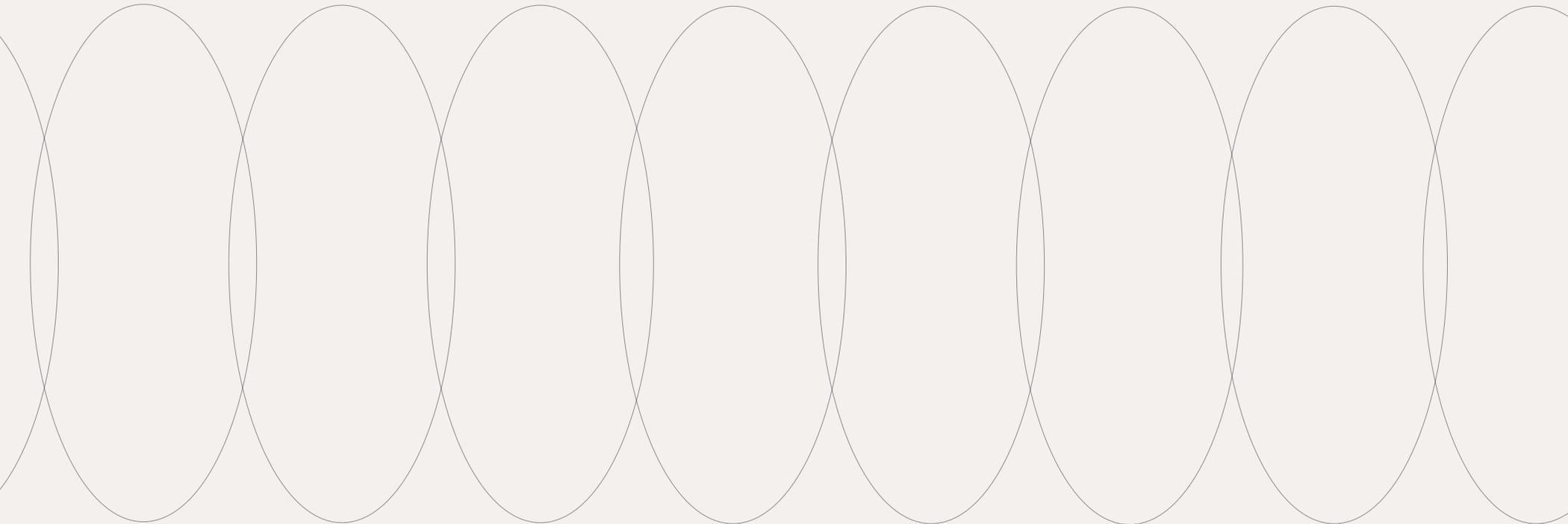


The slide features a solid olive green background with a white geometric pattern of overlapping circles and vertical lines. The main title 'Event Management' is centered in a large, white, serif font. Below it, the text 'Planned by' is centered in a smaller, white, sans-serif font.

# Event Management

Planned by

# **Team members**



# Event Overview

Event Title

Event Date

Event Time

Event Location

Event Description

# Event coordinator information

Coordinator name

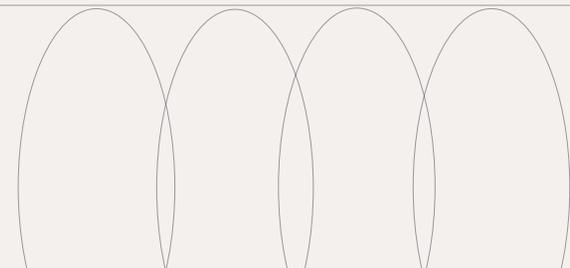
Coordinator org

Telephone

Email

Add'l name

Contact phone 1



# Event scope

Target audience

Messaging

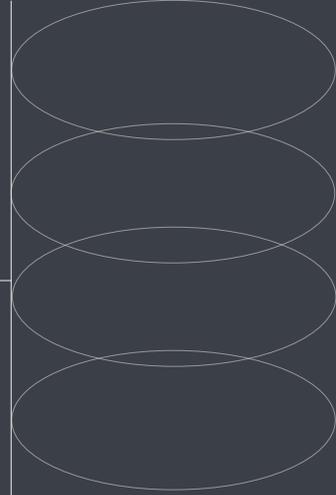
Objectives

# 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

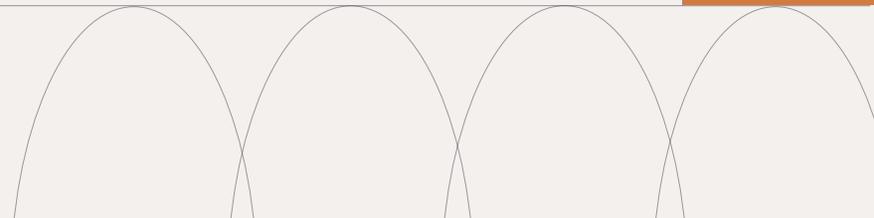
Glasses / dishes /  
flatware / napkins

Food / menu / dietary  
concerns / addressed

Beverages

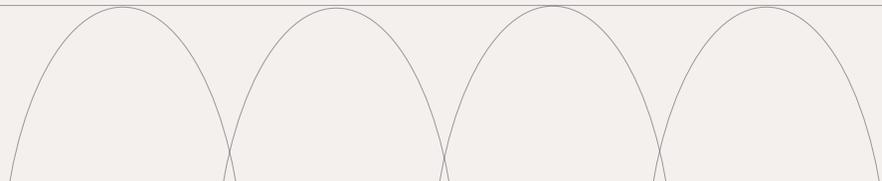
Additional staff

Security / first aid



# Task Checklist + Assignment

<b>Task</b>	<b>Date Completed</b>	<b>Party Responsible</b>
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

<b>Task</b>	<b>Date Completed</b>	<b>Party Responsible</b>
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?

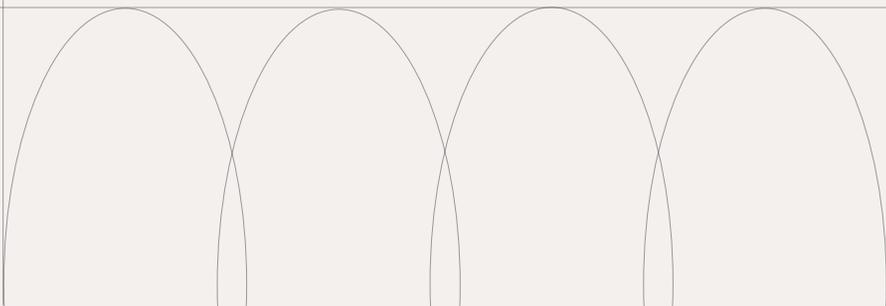
Unintended negative outcomes?

Feedback analysis

Staff and vendor evaluation

Review of  
Measurements for success

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



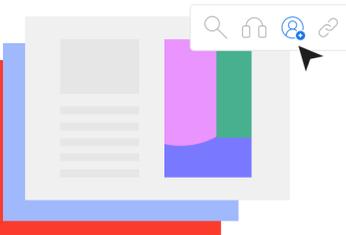
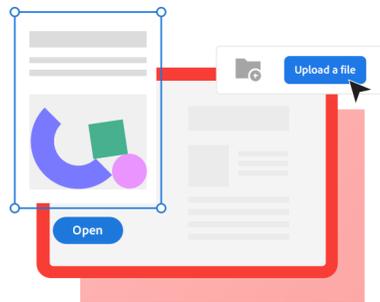


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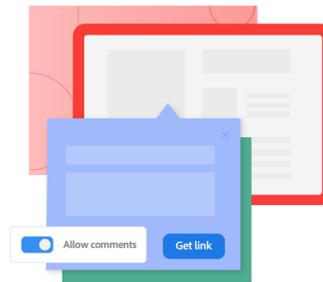


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