



Event Management Plan Template

Event Details			
Name of Event:			
Venue Address:			
Venue Contact:		Phone:	
Venue Type:			
Venue Capacity:			
Number of Staff:		Number of Volunteers:	
Date of Event:		Time of Event:	
Required setup time:			
Required pack-up time:			

Event Manager:			
Organisation:			
Address:			
Phone:		Mobile:	
Email:			

Describe the main purpose of the event:

Describe the types of activities which will be conducted at the event:

Who is the target audience:

Expected number of participants:
e.g. players, coaches

Expect number of attendees:
e.g. spectators, visitors

Approvals and Permits Required:
e.g event approvals, liquor and gaming licences, council permits

Access (including emergency vehicles)

Amenities
e.g. toilets, canteen, seating, shade

Event Volunteer Management

Use this table to list the names of the Event Volunteers, their contact details, the roles they will play during the event, to whom they will report before, during and after the event and any other volunteers for whom they will be responsible

Name	Contact Details	Roles	Reports to	Responsible for

Event Running Sheet

DATE: _____

EVENT: _____

EVENT CONTACT: _____

VENUE: _____

VENUE CONTACT: _____

TIME	TASK	RESPONSIBLE

EVENT FOLLOW-UP

NOTES

Use these Action Tables to list the things that you need to do in preparing for and running your event. Remember to include contingency planning, marketing and promotion, risk management and event evaluation.

Issue	Checklist Reference (if applicable)	Actions	Timeframe	Lead Role	Estimated Cost

Action Tables

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Details of Suppliers

Name	Contact Number	Delivery Timeframes	Notes

How will you evaluate the success of your event?

E.g. surveys or feedback forms, SWOT analysis



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