

## EVENT PLANNER

### Event Details

Club \_\_\_\_\_ Date \_\_\_\_\_  
 Event \_\_\_\_\_ Venue \_\_\_\_\_

<b>EIGHT WEEKS PRIOR</b>		
<b>TASK</b>	<b>PERSON RESPONSIBLE</b>	<input checked="" type="checkbox"/>
Inform the BSA of your event		
Apply for a Temporary Limited Liquor Licence		
Determine Budget		
Conduct a risk assessment, submit to BSA or ask the BSA to go through the risk assessment with you		
Book venue & put all arrangements in writing. (Templates for agreements can be obtained from BSA)		
Organise speeches, awards, entertainment, music, MC, PA system (check if your venue has one available)		
Organise after party. All arrangements to be put in writing. (Written agreement with venue)		
Book Photographer (Written agreement/confirmation)		
Advertising: Design (get approval from BSA) & organise printing of tickets and invitations/ RSVP slips (ask for special dietary requirements)		
Decide on decoration/colour scheme		
<b>FOUR WEEKS PRIOR</b>		
Send out invitations. Remember to invite those who have supported the club		
Book security (check with venue re. requirements) and First Aid		
Organise purchase orders and signatures for incoming invoices with the BSA		
<b>THREE WEEKS PRIOR</b>		
Book buses through the BSA		
Sell tickets (check with venue re. final numbers & seating arrangements)		
Organise cleaning		
Recruit volunteers/helpers for the night		
<b>TWO WEEKS PRIOR</b>		
Confirm all bookings		
Purchase alcohol		
Purchase decoration		
Arrange seating		
<b>ONE WEEK PRIOR</b>		
Organise float and cash tin for doors & bar		
Create a running sheet for the evening		
<b>DAY OF EVENT</b>		
Event checklists / Running sheet		
Brief staff and volunteers		
<b>DAY AFTER EVENT</b>		
Bank money		
Return keys		
Thank volunteers, club members, contractors (best in writing)		
Evaluation (incl. financial)		