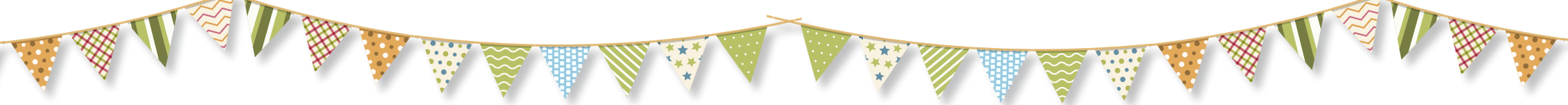


Event Plan Template

This event plan was last updated on: _____ / _____ / 20____
Day Month Year

EVENT PLAN

Event Name:	Event Date/s and Times:
Event team - names, roles and contact details (lead & partners)	
1 (Main contact)	
2	
3	
4	
5	
6	
7	



Description of the event:

Objectives:

- 1
- 2
- 3

Profile of Target Audience/s:



Action	Description	Latest Update on Progress	Responsible Person	Status
Arrange Venue	<i>Determine the capacity, accessibility and facilities required and book the venue.</i>			
Consult Stakeholders	<i>Identify who will need to be consulted or involved.</i>			
Seek permissions and licenses	<i>See further information and application form on www.carmarthenshire.gov.wales/home/business/licensing-permits/alcohol-entertainment/</i>			
Prepare a safety plan including risk assessment, contingency planning and first aid	<i>See further information and templates on www.carmarthenshire.gov.uk/organising-events Include plans for providing information and welfare.</i>			
Confirm insurance and liabilities				



Action	Description	Latest Update on Progress	Responsible Person	Status
Secure all necessary equipment and contractors	<i>Break this down further once detail becomes available e.g. professional contractors, marquees, toilets, waste, technical equipment and services, tables and chairs, PA system, communication.</i>			
Parking & Traffic Management				
Crowd Management, Security and Stewarding				
Signage	<i>Consider signage to get to the event and to get around the event too, e.g. welfare information, toilets</i>			
Food & drink	<i>Consider if/how you will provide food and drink at the event and find out if you need permission to do so - to sell alcohol, for example</i>			



Action	Description	Latest Update on Progress	Responsible Person	Status
Sustainability assessment	<i>See further information and template on</i>			
Marketing & Communications	<i>See further information and plan template on www.carmarthenshire.gov.uk/organising-events</i>			
Evaluation Report	<i>See further information and report template on www.carmarthenshire.gov.uk/organising-events</i>			
You may want to add in items here specific to your event...				