



NATIONAL CAREER DEVELOPMENT WEEK

"Get excited, get involved and get results!"

EVENT PLAN

Event Plan

<<Insert Name of Event, Date & Time>>

<i>Planning category</i>	<i>Items to be done</i>	<i>Who responsible</i>	<i>Timing</i>
Decide event type			
Decide date			
Select Venue			
Team	<ul style="list-style-type: none"> • Identify Team tasks 		
Administration of event	<ul style="list-style-type: none"> • List all administrative matters and records needed 		
Decide Program			
Guest Speakers or participants			
Guests			
Partners			
Sponsors			
Venue	<ul style="list-style-type: none"> • Catering • Equipment • Access • Parking • Transport for guests/attendees 		
Publicity	<ul style="list-style-type: none"> • Media • Advertising 		
Printing			
Giveaways			
Finance	<ul style="list-style-type: none"> • Expenses • Income • Donations 		
Entertainment			
Workers	<ul style="list-style-type: none"> • Staff • Volunteers 		

This list is to assist you if this is your first time organising an event. Use this list as a guide only, depending on your event, you may need to plan all of these categories, some of them or you may need to add others to this list