



TARGET



BUDGETING



SCHEDULING



LOGISTICS



LOCATION



MARKETING



COORDINATING

## TOP TIPS FOR ORGANISING AN EVENT ...

- *Decide on the aim of the event and the target group.*
- *Get a group of people together who are interested in helping out.*
- *Seek any necessary permissions.*
- *Make a timeline of what needs to be done and when.*
- *Consider available budget - income v expenses.*
- *Ensure appropriate insurance is in place.*
- *Put together a promotion plan for the event.*
- *Plan for post event clean-up, evaluation and feedback.*

***'By failing to prepare, you are preparing to fail.'***  
***Benjamin Franklin***