

# Event Planning

## Your Event Planning Checklist

### One Year Ahead

#### Venue

- Choose a venue. Use "Somewhere To Go" or the free Venue finder service at [www.venuefinder.com.au](http://www.venuefinder.com.au)
- Visit the venue before booking and consider the following:-
  - size of venue and your expected numbers
  - the accommodation needs of your group
  - size of meeting rooms
  - recreational facilities
  - catering, duties and rosters
  - suitability for children
  - current fees
  - availability at the time you require.
- Book a Christian Venues Association Member Site. Pay the required deposit and understand the requirements and terms for minimum numbers and/or cancellation.

#### Speaker

- Decide on the aims & objectives of your event. Choose a topic. If required invite a speaker in writing and ask for a written reply. Consider how the topic complements the aim of your group for the whole year
- Inform the speaker of the expected audience size and composition, and the aims of the event
- Decide timing for talks and discussion groups

- Check with the speaker if there is to be a fee. If not, consider an appropriate gift.

### 8 Months Ahead

Assemble a Camp Committee/Working Party. Their responsibilities include:-

- Establish cost per person, include overheads
- Plan the program - include structured & unstructured free time - check meal times with site
- Entertainment
- Duties eg. meal & cleaning rosters
- Prayer & small groups
- Music
- Bookstall
- First aid
- Catering - cooks, food, set up site if necessary.

#### Advertise

- Produce a registration form
- Distribute registration form and start announcing
- Consider a time payment scheme
- Collect registrations and deposits/fees.

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### 4 Months Ahead

- Reconfirm booking and prices
- Continue advertising and collection of registrations & deposits/fees.

### Finalise program - check with:-

- Speaker that all is still OK
- Musicians
- Children's Program organisers
- Any other outside help.

### 3 Months Ahead

- Provide detailed publicity
- Get committee to personally invite others to come to camp.
- Collection of registrations & fees
- Co-ordinate bookstall & range of books with supplier.

### 1 Month Ahead

Start work on

- Rosters
- Transport
- Provide maps
- Audio Visual requirements
- Bookstall setup/packdown & staffing arrangements.

### 1 to 2 Weeks Ahead

Expect last minute cancellations and applications.

- Finalise applications
- Collect fees
- Arrange transport & rooming
- Phone site with final numbers.
- Advise site/caterers of any special dietary needs
- Check payment arrangements with the site as many require payment before leaving
- Reconfirm with those involved in program that all is OK
- Supply copy of program to campsite
- Check speaker's needs – eg. data projector, overhead projector, photocopying, white board and pens etc.

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### On Arrival

- Ensure an organiser is first to arrive at site.
- Meet the site manager, finalise any last minute changes to program or numbers
- Issue name badges to campers as they arrive
- Direct campers to their rooms
- Collect outstanding fees.

### Before Leaving the Site

- Ensure all cleaning duties are completed to managers satisfaction.
- Remove all decorations & notices
- Finalise and pack up bookstall
- Place all site equipment back in its correct place
- Collect lost property and take with you
- Notify manager of any damage caused by your group
- Settle the account & roll your deposit over for next year.

### After the Event

- Arrange a final meeting with the committee to evaluate the program and all arrangements. Pass this evaluation on to the new committee.
- Book a Christian Venues Association Member site for the following year.