

EVENT TO DO LIST

Name of event:	
Date of event:	
Time of event:	
Location:	
Main organiser:	
Committee members:	

Task	Responsible	Comments	Due Date	Done
EVENT LOGISTICS				
Create budget				<input type="checkbox"/>
Book venue				<input type="checkbox"/>
Obtain relevant licences and insurance				<input type="checkbox"/>
Organise catering				<input type="checkbox"/>
Pay deposit				<input type="checkbox"/>
Pay balance				<input type="checkbox"/>

Task	Responsible	Comments	Due Date	Done
PUBLICITY AND TICKET SALES				
Plan social media campaign				<input type="checkbox"/>
Create flyer/posters				<input type="checkbox"/>
Set up ticketing website if needed				<input type="checkbox"/>
AUCTIONS AND RAFFLE PRIZES				
Source auction and raffle prizes				<input type="checkbox"/>
Source raffle tickets				<input type="checkbox"/>
Source auctioneer				<input type="checkbox"/>
Thank prize donors				<input type="checkbox"/>
EVENT MANAGEMENT				
Source MC/ Entertainment				<input type="checkbox"/>
Source volunteers/ helpers to help at event				<input type="checkbox"/>
Create run sheet				<input type="checkbox"/>
Seating plan				<input type="checkbox"/>
Risk assessment/ Covid safe plan				<input type="checkbox"/>
Money handling plan				<input type="checkbox"/>
POST EVENT				
Thank supporters and let them know how much you raised				<input type="checkbox"/>
Bank funds raised				<input type="checkbox"/>
Social media post advertising how much you raised				<input type="checkbox"/>