

## Planning an enterprise activity or event

**Name** .....

**Centre** .....

Whatever kind of enterprise event or activity you are planning, there's a lot of information you need to get on top of.

Use this checklist to keep on the right track.

<b>Event or activity name</b>	
<b>Date (s) and time (s)</b>	
<b>Person in charge</b>	
<b>Location or venue</b>	

<b>Overview</b>	
Aims and purpose	
Planned outcomes	
Organising team roles	
Budget	
<b>Before the event</b>	
Target audience	
How you will invite them	
How many you expect	
How you will advertise	
Materials you need	
Team members involved	
Confirm venue	
Programme and timetable	

Arrangements during the event	
Team roles	
Name badges	
Signing in sheet	
Risk assessment	
Event programme	
Food or refreshments	
Room set up	
Health and safety, hygiene	
Accessibility	
After the event	
actual numbers attending	
event report	
participant feedback	
financial situation	
<b>Recommendations for future events</b>	