



Information Sheet

Event Planning: An Overview

Why Use this Resource?

When planning an event it is a useful starting point to consider breaking down the entire event into component parts. This information sheet provides a concise overview of the elements necessary to produce a successful event, and the documentation you will need to support the process.

[Links to National Standards for Involving Volunteers - No. 6 Service Delivery]



When planning an event it is useful to think about:

Product Breakdown

All of the sub-events or activities occurring during your event:

For example, a conference may include:

- An opening event
- Plenary Sessions
- Workshops/Papers
- Spouse program
- Tours/visits
- Conference Dinner

Work Breakdown

What are the major work areas involved in the planning, running and packing up of an event? A concert for example might include:

- Equipment Hire
- Performers
- Venue
- Front of House, etc.

In events that will involve the work of volunteers, your work breakdown will also include a volunteer management plan.

Task Breakdown

What needs to be done? When? By whom? Develop a task breakdown for each of the areas. Some people may work across areas but with similar tasks. An action plan format, or task lists developed from a checklist, may be useful.

The Event Manual

The event manual provides:

- A list of procedures to successfully plan and implement an event
- A record of procedures - knowledge management
- A comparison for improvement
- The opportunity to develop focus, creativity, and responsiveness
- A site or venue plan
- A budget (proposed and actual)

Event Toolbox Essentials

For on the day:

- Tape, rope & string
- Hammer, screwdriver, knife
- Pen, paper, marker pens
- Batteries
- Cameras
- Mobile phone or two way radios
- Phone list of all team members
- Stamp for entry



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Event/Project Area of Management	Document Output
SCOPE	Work Breakdown Structure
TIME	Production Schedule
COST	Budget
CONTENT	Program
RISK	Risk Analysis/Management Plan
PROCUREMENT	Contracts
HUMAN RESOURCES	Responsibility Charts
COMMUNICATION	Reporting Plan

(Photos by **Ray Lockett**)



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