
EVENT PLAN

(Event name)

Objective:

Date:

Location:

Time:

	Task	Responsibility	Due Date	Status	Notes
Initial Details	Budget				
	Book venue/space/room (Email)				
	Develop time line				
	Create event plan				
	Update event calendar (link)				
	Designate responsibilities				
	Determine audience				
	Draft guest list				
	Circulate guest list for approval and input				
	Insurance & Risk management (Form)				
Speaking Program	Determine speakers (confirm schedules)				
	Draft speaking program, remarks, scripts				
	Land Acknowledgement -reference below				
	Tobacco Tie				
Promotion	DC – Brand templates				
	Print – handouts				
	Print – tickets or Eventbrite				
	DC – Brand templates				
	Promotional giveaways (link)				
	ICE announcement (link)				
	Digital signage request form				
	Digital – evite or Eventbrite				
Catering / Aramark	Bar (Special Occasion Permit)				
	Linen				
	Serving time				
	Clean up time				
	Contact email address: Elizabeth Cheung				

	Task	Responsibility	Due Date	Status	Notes
C+M items Contact: Carina Tolmie	Zaps and/or Media Wall				
	A-frame signs (parking / directional signage)				
	Tablecloths				
	Canadian and Provincial flags				
Facilities Requests	Housekeeping request - (Email)				
	Wifi access request - (Email)				
	Facilities request for the following:				
	<ul style="list-style-type: none"> • tables, chairs, coatracks 				
	<ul style="list-style-type: none"> • podium with logo 				
External Rentals	Decor - flowers				
	Decor - centrepieces				
	Decor - balloons				
Gervais rentals	Drape, cruiser tables, round tables, linen				
	Contact: www.gervaisrentals.com				
On campus awareness	Security (Email)				
	First aid (CERT email)				
	Switchboard (Email)				
Audio-visual requirements	A/V request for the following:				
	<ul style="list-style-type: none"> • Sound system 				
	<ul style="list-style-type: none"> • Screen and projector 				
	<ul style="list-style-type: none"> • Microphones 				
Other considerations	List of contact #'s for suppliers				
	Photography and videography				
	Social media				
	Event day agenda				
	Volunteers				
	Registration format				
	Name badges				
	Delegate bags				
	Presenter gifts				
	Room layout				
	Room set up /tear down schedule				
Water for speakers					

	Task	Responsibility	Due Date	Status	Notes
Parking	Chaser / exit tickets				
	Contact: Parking office and Kerry Moore				
Post Event	Send thank you letters / photos				
	Submit invoices				
	Schedule debrief meeting				

Land Acknowledgement:

- Durham College is situated on the lands of the Peoples of Mississaugas of Scugog Island First Nation, the Traditional Territory of the Mississaugas and the territory covered by the Williams Treaty.
- It is our great privilege to live, learn and work here together each day.

Notes and other considerations: