



## Successful Event Planning

### **Rally your troops (6-3 months)**

Ensure internal and external partners know what is happening and how they can be involved

### **Prepare to share (3 months)**

Write enticing descriptions for public and functional description for partners

### **Recruit (3 months)**

Volunteers/ venue managers/ other participants

### **Master plan (2 months)**

Include: Set-up requirements, named contacts, minute-by-minute plan, risk assessments

### **Share, share, share (6-8 weeks)**

Share prewritten tweets, posts and photos with partners and promote event as widely as possible

### **Induction/Orientation (3 weeks)**

Visit venue with all participants/volunteers for briefing

### **Event pack (1 week)**

Prepare everything you think you might need on the day - plus extra

More info: [www.jamiebgall.co.uk/planning](http://www.jamiebgall.co.uk/planning)

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