

EVENT PROJECT PLAN

EVENT NAME GOES HERE

27–29 July 2020

GREAT WHITE HALL

1031 Skips Lane, Accra, Ghana

EVENT INTRODUCTION

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WEEK 1

WEEK 2

WEEK 3

WEEK 4

WEEK 5

WEEK 6

BRAINSTORMING & BUDGETING

Event purpose, number of people, main resources, fill budget planning sheet.

SCHEDULING & PERMITS

Room reservations, call reservation office to confirm dates, reservations for performers, schedule security, handle permits.

ADVERTISING

Postering, E-mailing, chalking. Lorem ipsum dolor sit amet, consectetur adipiscing elit.

SHOPPING

Silverware, platos, napkins, cups, decorations, cashbox, performers specific items.

WEEK PRIOR

Make calls and secure all details, check permits, final checks with performers, tasks for volunteers.

DAY OF EVENT

Pickup performers, arrive early to check set-up, greet guests.

AFTER THE EVENT

Pay bills, send thank you notes to performers and volunteers.