

Event Planning Template

Event Overview	
What are the aims and purpose of the event?	
What outcomes do we want to produce?	
What are the key questions for people who are participating in the event?	
How do we know if we have been successful?	
What outputs and materials will the event produce? What will they be used for?	
How does the event fit with the wider LINKs process?	
Arrangements	
Who are the key people and organisations attending? How many?	
How have local people been involved in the planning?	
When is the event? (Time and date)	
Where is the event?	
How are we going to advertise and promote the event?	
How will the room be arranged – what seating style etc?	
Contingency and risk issues	
Event Programme	
What is the agenda / timetable?	
Will there be a formal presentation?	
What participatory exercises and small group discussion tools will be used?	
Who is the lead facilitator?	
Who will put the event choreography together?	

Will there be an event rehearsal for the organising team (or a pre-meeting)	
Who are the organising team?	
Will there be a talking wall or comments box?	
Who is meeting and greeting people as they arrive?	
Will there be an informal networking session?	
Refreshments and food (including options for different diets and those fasting)	
Accessibility	
Is the venue accessible?	
Transport and parking arrangements?	
What are the toilet facilities?	
Do we have access to a loop system?	
Is the venue easy to find? What extra support might be needed?	
Any other disability issues?	
What language are we prepared for?	
How will we support people with literacy needs?	
What barriers might there be for excluded groups in participating?	
Do we have bigger print versions of any of the materials?	
What other cultural issues are there?	
How do we ensure that the voices of patients and service users are heard in the process?	
Materials	
In what format will the main presentation be?	

Flip chart, pens and other stationery ad material requirements?	
Publicity materials?	
What handouts?	
Signing-in sheet?	
Name badges?	
Will we produce a contacts sheet?	
Evaluation and Follow-up	
Will there be a photographic record of the event? (Permissions)	
Who is taking minutes?	
Who will write-up the flipcharts and other outputs?	
How will the outputs be shared with participants?	
What will the event report contain, who shall do it and by when?	
Will there be an evaluation questionnaire? (Process of design, collection, collation and reporting)	
When will there be a review of learning and outcomes from the event?	
Other	
Notes and comments	