



# Community Event Work **2019** Plan

Your Event Name:

Event Date:

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76 Main Street North  
Brampton, ON  
L6V 1N7  
(905) 874-3518  
downtownbia@brampton.ca  
downtownbramptonbia.ca

## COMMUNITY EVENT WORK PLAN

Event Name	
Event Objectives	
Event Date(s)	
Event Time(s)	
Lead Coordinator (Name & Contact)	
Day of/Onsite Coordinator (Name & Contact)	
Location/Venue	
Organizing Committee (Names & Contact)	
Cost Estimate*	
Partnerships/Sponsors (Names & Contact)	

\*Complete remaining pages before entering this amount.

### 4-6 Months Ahead

Action	Responsibility	Date Assigned	Start Date	Date Completed
Identify Venue & Negotiate Details				
Recruit Event Committee				
Determine Event sponsors				
Decide on Activities (performers/speakers)				
Decide on committee roles				
Research Insurance Requirements				
Records Keeper				
Determine permit requirements				
Apply for permits				

Rain Plan (if applicable)				
Marketing Coordinator				
Finalize Budget				
Day-Of Coordinator				
Develop Sponsorship Plan				
Determine Entry Fees (if applicable)				
Publicity/Marketing Plan				
Food Requirements				
Review/develop terms and conditions of event (i.e. contest, payment schedule, physical requirements, judging criteria)				

### 3-4 Months Ahead

Action	Responsibility	Date Assigned	Start Date	Date Completed
Determine registration/entry fee collection method				
Facilities Coordination (Toilets/Garbage/Handwashing/Accessibility/Parking)				
First Aid requirements				
Electrical Requirements				
Food Vendor Applications/Booking				
Create Marketing Materials				
Determine volunteer requirements				
Audiovisual/Staging Requirements				
Green Plan (Bicycle Parking/Recycling/composting/bus routes)				
Safety Plan (Security/Policing/Lost&Found/Lost Children)				
Traffic Plan / Fire Accessibility				
Schedule Marketing (Social, Print)				
Submit Safety and Site Plan to Municipality				
Identify technical/computer/IT requirements				
Identify rental requirements (chairs, tables, tents, dollies, etc)				
Choose/Book MC (if applicable)				
Secure Insurance				
Invite dignitaries/delegates				

### 1-2 Months Ahead

Action	Responsibility	Date Assigned	Start Date	Date Completed
Advertise volunteer positions				
Day-Of Signage/Wayfinding/Maps				
Notify Emergency/Transit of road closures				
Prepare Press Release				
Advertise road closure in local newspaper				
Stage/Entertainment schedule				
Design volunteer schedule/List of Tasks (2-4 hours shifts)				
Plan volunteer refreshments & appreciation				
Prepare volunteer ID (tshirts/tags etc)				
Confirm Entertainers				
Gather biographies of dignitaries				
Create event map/layout				
Invite Media				
Create post-event follow-up survey				
Confirm loading zones and parking				
Follow up with invitation to dignitaries/delegates				

### 1-2 Weeks

Action	Responsibility	Date Assigned	Start Date	Date Completed
Submit Press Releases				
Host a walk-through with committee members (onsite)				
Host volunteer info/training session				
Prepare cheques for day-of payments				
Confirm Food Vendors				
Create load-in/load-out schedule				
Purchase thank you gifts for speakers etc.				
Contact list for vendors/participants				

### 1 Week Ahead

Action	Responsibility	Date Assigned	Start Date	Date Completed
Confirm Entertainers				
Confirm volunteers				
Test run technical				
Pick up/Delivery coordination of rental items				
Prepare notes for MC				
Confirm MC				
Confirm speakers (if necessary)				
Confirm Media attendance				
Communication Session with key organizers				
Print delegate/dignitary list				
Print Vendor list				
Print participant list				

### Day Of Event

Action	Responsibility	Date Assigned	Start Date	Date Completed
Set up registration area				
Set up volunteer area				
Assign/confirm volunteer tasks				
Reserve parking for loading zones				
Contact person for load-in/load-out				
Set up equipment/barricades				
Set up signs/wayfinding				
Implement safety/traffic plan				
Set up stage/sound				
Decorate				
Vendor registration and greeting				
Take-down				
Clean-up/garbage/recycling				
Return rentals				
Thank you presentations to sponsors, speakers etc.				

**Post Event**

Action	Responsibility	Date Assigned	Start Date	Date Completed
Follow-up Debrief				
Distribute survey/collect feedback				
Thank you letters				
Close off budget/reconcile invoices				

Presented to BIA by: \_\_\_\_\_  
(Print Name)

Date: \_\_\_\_\_