

Event Management Plan

No matter the size of your event, pre-planning will ensure a successful event. It is important to develop a plan in the early planning stages to track progress and avoid last minute emergencies.

When developing an event plan, break the process down into phases.

Phase 1: Identify the event.

What is the purpose and goals for the event?

What are the needs of the event?

Who is the planning committee?

Determine a high level timeline.

Phase 2: Develop a concept.

Work with planning committee to brainstorm ideas.

What does the event look like?

How will you make the vision happen?

Consult with support services (Facilities Office, AV Services, Space Management)

Phase 3: Determine the work breakdown structure.

Consider breaking down action items into pre-event, during the event, and post event structures.

Create detailed task lists and set deadlines.

Assign tasks to committee members.

Who is the point of contact/decision maker during the event?

Phase 4: Implement the plan.

Follow the breakdown structure.

Meet deadlines.

Determine a backup plan.

Phase 5: Execute the event.

Be flexible and allow for unexpected situations to arise.

Phase 6: Evaluate the event.

Ask for feedback.

Coordinate a "lessons learned" meeting.