



## MAJOR EVENT PLAN

**Event Title:**

**Event Lead:**

**VERSIONING:** 1.0

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### EVENT INFO

**Event Objective(s):**

What is the main purpose?

**Event Date(s):**

When is the event, and is the date flexible or ridged; are there other events occurring in the same timeframe?

**Event Support Requirement(s):**

How much support is needed to run this event, from both MNA board\volunteers, and other 3<sup>rd</sup> parties?

**Event Elevator Pitch(s):**

What is a short description of the event that could be given to draw people to the event?

**Event Pillar(s):**

What Pillar of OASES does this event fall under (and how)?

**Event Partner(s):**

Who are the partners or other organizations involved in this event (Include contact information as relevant)?

**Event Target Audience(s):**

Who is the target audience (not the beneficiaries) of the event (women, youth, POC, non-members)?

**Event Registration:**

Is registration required for the group or for individuals (Include costs, method, and time frames as relevant)

**Event Accountability and Responsibility:**

Who decides changes to the event plan, and who ultimately owns the event, and who is the board liaison.

## TIMELINE

### Pre Event Timeline

*When is the event originally proposed, when is board approval required and when will updates be issued, when are contracts and vendors agreements needed, when is the event announced, when is the venue site visit, when is registration open and closed, when are payments and reimbursements required, when are logistics hardened, what is the point of no return for the event.*

TASK (s)	TIME	WHO	NOTES

### Event Logistics Timeline

*Include logistics requirements of the day of the event, or directly related logistics.*

TASK (s)	TIME	WHO	NOTES

## VENUE INFO

### Venue Location:

*What is the name and address of the venue?*

### Venue Site Visit:

*Who has/will complete the venue site visit?*

### Venue Accessibility:

*What are the accessibility limitations of the venue (e.g. no ramps, no available bathrooms, loud environment.)?*

### Venue Transportation Information:

*Is there a parking lot or paid parking, what bus/train lines are relevant?*

**Venue Way Finding:**

*How will participants find the venue (Signs, maps, etc.)?*

**Venue Other Information:**

*What other information about the venue is relevant (Is the venue a church, is the door locked)*

**REQUIRED RESOURCES**

*What are the required resources for the event (What do we need to provide for the event)*

Resource	Amount(s)	Who is responsible	Notes

**STAKEHOLDERS**

*Who is working on or affected by this event? i.e. members, committees, Board, recipients etc.*

Stakeholder(s)	Role:	Notes

**BUDGET**

**Total Budget:**

*What is the total cost of the event?*

**Budget Sponsor(s):**

*Who is paying for the event (if the board: what budget, who requests, and is it reimbursement?)*

**Budget Intention(s):**

*Is the event intended as a fundraiser, break-even, or investment? If ticketed or items, what are the pricepoint(s) and what is the break-even point?*

Resource	Cost	Notes

**COMMUNICATIONS PLAN**

*What communication will be communicated to, and when?*

Text, or link to example communication	Date	Target	Notes

**RISKS / PROBLEM MANAGEMENT**

*As relevant, add to the below log of relevant Risks/Problems and mitigations*

Risk/ Problem Notes	Cost

**EVALUATION CRITERIA PLAN**

*What information should be captured for evaluation and communication to board (number of volunteers/hours, )?*

Metric	Notes

**SUPPLEMENTARY MATERIALS**

*If there are other relevant documents, include information below*

Document Title	Link to document	Notes

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## EVENT PLAN APPROVALS

Project Lead:

Co-Signer:

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Signature / Date

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Signature / Date