

TASK LIST

Colour code: Month before event = yellow

Week before event = Green

Day before event = orange

On event day = pink

After event = blue

VENDOR / PARTICIPANT MANAGEMENT : LEAD (place name here)

Activity	Who	Cost / Time	Status
Get vendors signed up, send sign-up form to secure written confirmation & contact details.		⌚⌚⌚	
Get sponsors signed up.		⌚⌚	
Source music and MC		-	
Provide vendors with event logistics (what need to bring, which stall number, timing.		⌚⌚	
Write MC brief and 'info sheet' of vendors for MC (1-2 line descriptors)		⌚	
Create vendor map of event / run-sheet of activities and print (?) for handing out to visitors, plus A3 poster versions and stick up inside/outside. Create vendor feedback form.		\$⌚	
Greet vendors at set up on the day, take to designated spot, check needs (e.g. water? Power? Soil? Washing stations?)		-	
Visit vendors throughout the event, check needs. Distribute Feedback Forms, collect		-	

VISITOR MANAGEMENT : Lead (place name here)

Activity	Who	Cost / Time	Status/ Quote
Find and purchase different coloured Raffle Entry Tickets prior to the event.		\$ ⌚	
Source volunteers, brief and set up shift schedule for manning Entrance		⌚⌚	
Source tables/pens/Prize Draw bucket (with label) to set up at Entrance		\$	
Set up in the morning, have bucket available for visitors to deposit Entry Tickets for Free Prize Draws		⌚⌚	
Run Entrance on the day, checking volunteers are saving ticket stubs for counting purposes		⌚⌚	

Get feedback from volunteers on how foot traffic is flowing through the entrance / exit		🕒	
Pack up entry funnel		🕒	
Count entry ticket stubs and collate numbers for each area		🕒	
Formally recognise volunteers (e.g. social media, participation certificate)		🕒	

COMPETITION MANAGEMENT : Lead (place name here)

Activity	Who	Cost / Time	Status
Source speakers/amp, power cords and power source; back-up megaphone		🕒	
Decide on door prize mechanics Write up competition description/timing and circulate to volunteers/MC.		🕒 🕒	
Install speakers, confirm OH&S requirements met. Sound checks.		🕒	
Assist MC to announce activities / promote stalls / run competitions.		🕒	
Coordinate 'runner' to collect tickets from Entry Funnel every 20?mins for door prize lotteries		🕒	
Take details of competition winners.		🕒	
Monitor foot traffic through the event for OH&S.		🕒	
Coordinate the distribution of competition prizes post-event.		🕒🕒	

LOGISTICS MANAGEMENT: LEAD (place name here)

Activity	Who	Cost / Time	Status
Write risk analysis, coordinate input, circulate agreed version		🕒	
Source tables, including collection & delivery to/from venue		🕒	
Source volunteers to help set up tents and tables		🕒	
Collect festival tents and return after festival		🕒🕒	
Source balloons/streamers for entry funnel (arch?)		🕒	

		\$	
Coordinate volunteers to set up tents and tables			
Make EXIT/PARKING/INFO SIGNAGE + vendor stall signs Install signs during set-up		\$	
Set up ENTRY signs, Parking Signs, Directional Signage streamers and balloons		⌚⌚	
Source and set-up temporary barrier/fencing		⌚	
Oversee Temporary Car Park. Set up entry/exit and spaces with marker paint. Organise volunteer to supervise		⌚⌚	
Monitor visitor foot traffic through festival if necessary, e.g. resolve 'bottlenecks' through mobilising stationary groups in walking thoroughfares.		⌚	
Source, monitor additional garbage bins/recycling bins; arrange clean-up crew, return bins.		⌚⌚	Council to confirm
Purchase toilet paper – check on supplies on day keep area clean on day		⌚	

EVENT ACTIVITIES : LEAD (place name here)

Activity	Who	Cost / Time	Status
Agree timing for all demos, write down schedule for distribution		⌚	
Secure volunteers for demos, confirm their attendance and tasks		⌚	
Week prior to event – inventory and decide what will be located where at festival.		⌚	
Put hay bales in picnic area + signage		⌚	
Run Demos as per schedule		⌚⌚	
Clean up demo areas after festival.		⌚⌚	

COMMUNITY CHAT FOYER : Lead (place name here)

Activity	Who	Cost / Time	Status
Coordinate re. their display area in Foyer		⌚	
Set up foyer with Consult Map area / Sponsor signage (if applicable) / Brighton Community Services display		⌚⌚	
Keep literature display area stocked and coffee area tidy		⌚⌚	
Pack up at the end of the event		⌚	
Collate survey & opinion responses (verbal/written) and write up report for circulation		⌚	

MARKETING/PROMOTION/PR : LEAD (place name here)

Activity	Who	Cost / Time	Status
Develop Poster (A3, A4, A5, DL sizes) to promote event		⌚	
Print marketing materials		\$\$ ⌚	
Organise volunteers and distribute around local neighbourhoods via partners/letterbox-drop/display in windows		⌚⌚⌚	
Coordinate cross-promotion with partners and vendors		⌚	
Write press releases for local community newspapers/ The Mercury and distribute		⌚⌚	
Add details to website, post on FB Reminder posts.		⌚	
Write Vendor Feedback Survey		⌚	
Write 'sound bite' ads for local community radio announcements		⌚	
Make vendor name badges and distribute during set-up		⌚	
Do photography (?and post on social media) during the event		⌚	
Circulate Vendor Feedback forms and collect on the day		⌚	
Write post-event press article and circulate.		⌚⌚	
Write thank you letters to all vendors/sponsors and activities hosts, include audience nos.		⌚⌚	

Coordinate a Planning Committee post-event de-brief, scribe and circulate feedback.		⌚ ⌚	