Event planning skills

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Event planning skills

Event Management Capacity building intensive (Sunday 5th Nov 10-12.30)

Talk through the following points using examples on how to answer these questions.

- 1. Who is the target audience for the event?
- 2. What is the look and feel of the event?
- 3. Getting the word out there
- 4. Technical Logistics
- 5. Execution of the event- who is going to do what when
- 6. Photo release signs
- 7. Ensuring safety of the public

Ask participants:

Is there a particular area that is of most interest to you? (Give the space for break off groups with each area of interest- i.e. comms, tech, scheduling.

After this intensive session

It would be great that the community then takes a lead in the different areas for the event.

For the next two sessions working on a plan for execution and a plan for the building phase. There will be opportunities for support from all the Edge staff.

