

# Event planning skills

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## 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.