

Planning

SLQ Wiki Fabrication Lab 2026/04/26 22:57

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It is important to plan for your final event.

Things to think about when planning your event

- risk assessments for your venue
- make a list of everything that you need for smooth sailing running of your event
- design a logo for promotion and write copy
- think about the best time for your event and how it will roll out.
- Create a running order for the event (what will happen, where it will happen and the timing for it)
- write down the roles that everyone will take on. This will also help with the group taking on responsibility for getting these aspects done.