



STEPS FOR PLANNING AN EVENT

Brainstorm Event Ideas:

- Target audience, purpose, goals, format

Get a Team Together:

- Indigenous protocol & outreach, committees, planning meetings, deadlines

Event Planning:

- Time, date, venue, food & drink, sponsors, show flow

Before the Event:

- Promotion, rehearsal, payment, event reminders

During the Event:

- Sign in, ticketing, event coordinator, social media, volunteers

After the Event:

- Feedback, debrief, recordings, thank you's