

Event Action Plan – set out a clear timetable covering all aspects of event delivery

Event Action Plan Template															
Event Name:															
Date of Event:				Plan updated on:				Version:							
Activity	Responsibility (Insert Name)	J	F	M	A	M	J	J	A	S	O	N	D	J	Status
Update Business plan															
Steering Meetings															
Marketing															
Agree Objectives															
Engage Designer															
Designs Approved															
Print Ready															
Etc															
Press															
Engage press Officer															
Agree Milestones															
Long Lead research															
Launch															
Features Placed															
On site Photo-op															
Etc															

Fundraising															
List and Insert milestones															
Programming															
List and Insert milestones															
Production															
List and Insert milestones															
Licensing and Legal															
List and Insert milestones															
Monitoring and Research															
List and Insert milestones															
On Site															
List and Insert milestones															
Live Event															
List and Insert milestones															
Take Down/De-rig															
List and Insert milestones															
Reporting															