**Event planning guide- LUMS Socs week 5**

One of the most common activities for societies is planning and delivering events. This will take up a lot of your time, so it makes sense to try and be systematic about it and have a checklist to work from. To help you get started the table below includes some of the things you need to consider for most types of events.

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| **Event name:** | **Venue:** | | **Date:** | **Logistics** | **List of attendees** |
| **Objective:** | Address | | **From: To:** | Parking |  |
| Strategies: | Room booked? |  |  | Food: |
| Agenda: |  | |  | Drink: |
|  |  | |  | Accommodation: |
| **Budget:** | **Resources** | | **Timeline** | **Promotion** | **Special requests from attendees** |
| Venue: | People: | | On the day: | Online: |  |
| Catering: | Equipment: | | The day before: | Posters: |
| Per person: | **Invites** | | 2 weeks before: | Gifts: |
| Total cost: | Online: | | 4 weeks before: | Leaflets: |
| Other: | Post: | | 3 months before: | Banners: |