**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: |