



# EVENT PLANNER

**EVENT DATE**

**EVENT TIME**

**TEAM MEMBERS**

## PLAN IT! EVENT STAGES

### **BRAINSTORM**

During this stage think big, there are no wrong ideas. At the end try to identify:

*TARGET AUDIENCE*

*WHAT DO YOU WANT TO ACHIEVE (OBJECTIVES)*

*KEY ACTIVITIES / ACTIONS*

*WHAT WILL A SUCCESSFUL EVENT LOOK LIKE?*

### **TIP!**

Read this event planner in full, even the evaluation section, as this can help create a full picture of your event and the planning aspects that you may need to consider from the outset.

## EVENTS STAGES CONTINUED

Plan what needs to happen in the lead up to the event day?

### 3 MONTHS OUT

### 2 MONTHS OUT

### 1 MONTH OUT

### 3 WEEKS OUT

### 2 WEEKS OUT

### 1 WEEK OUT

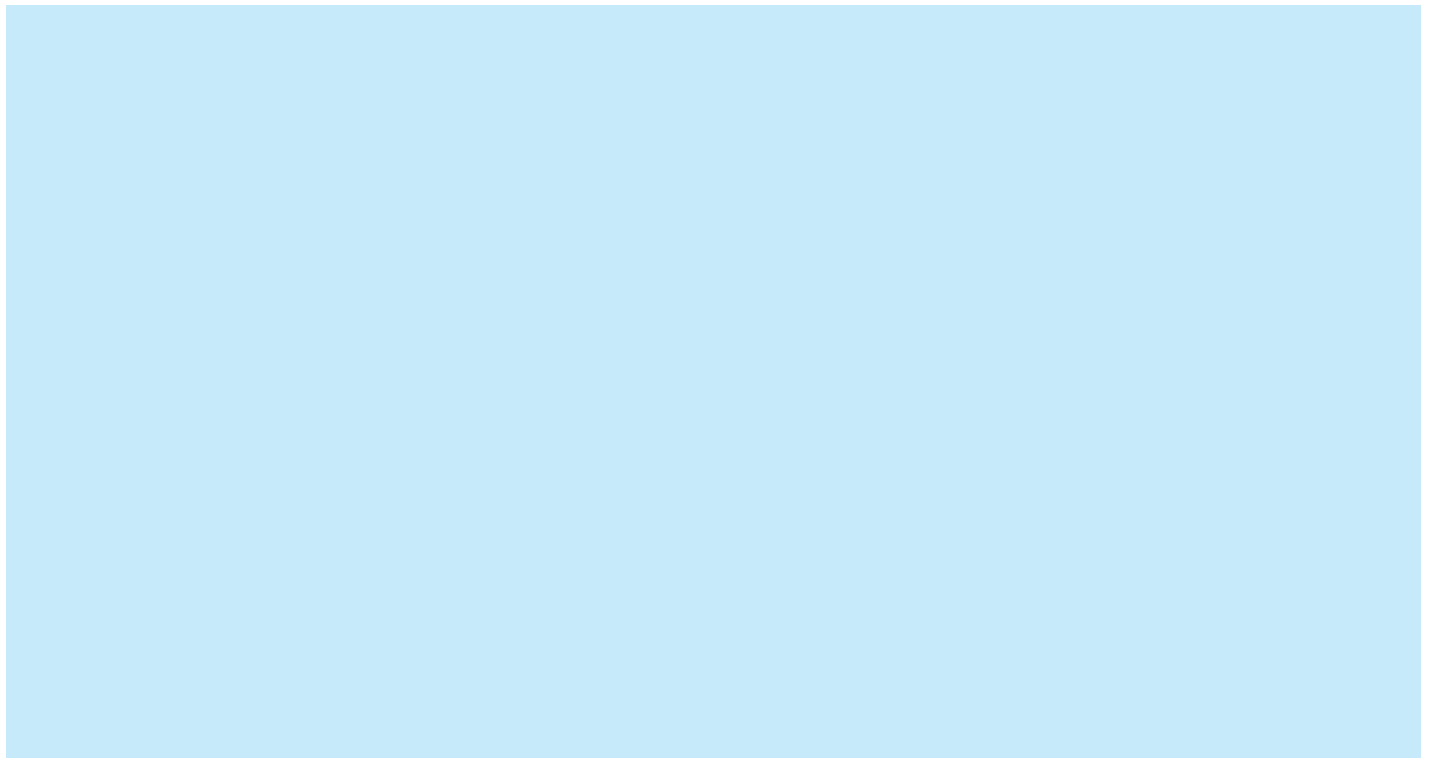
## RESOURCES

EVENT BUDGET \$ \_\_\_\_\_ (IF ANY - A BUDGET IT NOT ESSENTIAL!)

RESOURCES	RESPONSIBLE PERSON	COST

## MARKETING

How will you inspire people to get involved and make change?



# EVENT RUNNING SHEET

TIME / CLASS BLOCK	LOCATION	ACTIVITY

**TIP!**  
Don't forget to have a photographer and reporter to capture the results.

## EVENT REVIEW

How did your event go?

We would love to hear how it went, but also holding a debrief on your event helps make the next one even better!

Things to consider:

- How many people were involved
- Attendee satisfaction: what was the response, feedback, key comments or statements
- Were the event objectives met?
- Did attendees improve their knowledge and understanding about body image and self esteem? Could you run a pre and post survey to assess this?
- Photos and written work etc completed as part of the event

### **SHARE!**

We would love to know how your event went, please send an overview and photos to [events@freedomtofeelfantastic.com.au](mailto:events@freedomtofeelfantastic.com.au) and share your superbness!