

PLANNED EVENT: Name of event
Date

Location

Brief Description of Event	
Main Contact	
Other Key Contacts	
Anticipated Income	
Number Volunteers Required Volunteer Rota Done (attached)	
Mini-bus Booked (if required)	
Equipment Needed (e.g Tea urn, Crockery, tables chairs etc)	
Other Items (Food, drink etc)	
Entertainment Details	
Licence Required	
Merchandise Required (Stock Details Attached) PROMOTION AND PUBLICITY	
Posters Distributed (Areas and when)	
Publicity/Media (See Distribution Record)	
Risk Assessment Done (See attached)	