|  |  |  |
| --- | --- | --- |
| **Which legal structure will your organisation have?**  For example:  CIC / SIC / Charity / Not-for-Profit Limmited Liabillity Company |  | Date/Done |
| **What key roles and skills are needed?**  For example: these could include:   * Organisational Governance * Operational Event Management * Finance / Money * Volunteer / People Management * Marketing and Promotions * Programming, Education and Entertainment * Community Engagement * Accessibility and Inclusion |  | Date/Done |
| **How will you recruit committee members?**  eg: Community Consultation,  Social Media, Advertising |  | Date/Done |
| **What type of event/s will you be organising?**  • Indoors / Outdoors • Capacity  • Annual/monthly  • Online networks  • Skills development |  | Date/Done |
|  | |  |
| **What advice did you receive after contacting your Local Authority** (City/Town & County Councils) **and Event Safety Advisory Group** (ESAG/SAG)? |  | Date/Done |
| **Do you have all the licenses needed?** Such as: Venue/TEN, Music, Fundraise, Trademark logo |  | Date/Done |
| **Which local businesses and organisations could help with support and/or promotion?** |  | Date/Done |
|  | |  |
| **How much will everything cost?**  ***This list is not exhaustive***  and is dependent  on your venue/infrastructure already in place | ORGANISATIONAL / FIXED   * Public Liability Insurance * Administration – Auditor/Accountant * Licence Fees – eg: Fundraising, Music, Event/Venue * Intellectual Property – domain, webhosting, logo * Park / Venue Charge * Road Closure / Traffic Management * Contingency   VARIABLE   * Event Management * First Aid * Security * Staging * Lighting * Sound * Generator * Fencing / Barriers * Radios * Toilets * Waste Management * Signage / Banners * Advertising and Marketing Budget * Entertainment (Headliner appropriate to venue size) * Environmentally friendly options | Date/Done |
| **ESTIMATED BUDGET** | **£** |  |
| **How will you raise money?** Example:  • Sponsorship  • Grants  • Raffle  • Community Events |  | Date/Done |
|  | |  |
| **How will you reach out to inspire people to volunteer their time?** |  | Date/Done |
| **How can you promote and raise awareness of your organisation within your community?** |  | Date/Done |
| **How can your organisation welcome people with diverse abilities and / or underrepresented parts of the local community?** |  | Date/Done |
|  | |  |
| **What potential challenges will your organisation face?** |  | Date/Done |
| **How will you mitigate the environmental impact of your event?** |  | Date/Done |
| **How will you gather feedback from attendees, suppliers and community?** |  | Date/Done |

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| **Review** |  | Date/Done |