|  |  |  |
| --- | --- | --- |
| **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 |

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