

Notes

Budget

‣ Does your budget have to be approved?

‣ Source identified

‣ Sponsorship

‣ Break-even point established

‣ Have you accounted for the GST?

Evaluation criteria established

‣ How will you measure effectiveness and success?

‣ Did you achieve what you set out to do?

‣ Did it come in on budget?

‣ What were the intended and unintended outcomes?

Checklist

‣ Who will be involved in the event

‣ Date/s of event determined

‣ Location or venue for event booked

‣ Target audience determined

‣ Message determined

‣ Objectives set

‣ Risk assessment completed

‣ Budget set

‣ Evaluation criteria established
