# Event Planning Document

## Event Title:

Annual Community Gala Night

## Date:

March 15, 2025

## Prepared By:

Events BD Planning Team

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## 1. Event Goals

* Primary Goal:

Foster community connections and celebrate local achievements.

* Specific Objectives:
* Attract 150 attendees from the community.
* Raise 10,00000 TK for the community development fund.
* Highlight local talents and businesses.

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## 2. Budget

* Estimated Total Budget:

20,00000 TK

* Breakdown:
* Venue Rental: 5,00000 TK
* Catering: 8,00000 TK
* Decorations: 2,00000 TK
* Marketing/Advertising: 3,00000 TK
* Entertainment: 1,50000 TK
* Miscellaneous: 50000 TK

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## 3. Venue Options

* Option: Grandview Banquet Hall
* Location: Golapbag Mor-Saydabad, Jatrabari,Dhaka
* Capacity: 200 attendees
* Cost: 4,80000 TK
* Additional Notes: Includes parking, stage, and AV equipment.
* Option: Dholpur Community Center
* Location: 456 Dhanmondi Lake, Dhanmondi
* Capacity: 150 attendees
* Cost: 3,50000 TK
* Additional Notes: Outdoor space available, limited parking.
* Option: Cityville Event Pavilion
* Location: 789 Park Avenue, Chittagong
* Capacity: 180 attendees
* Cost: 5,20000 TK
* Additional Notes: Centrally located, ample parking, modern facilities.

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## 4. Schedule

* Event Start Time:

6:00 PM

* Event End Time:

10:00 PM

* Detailed Schedule:
* 6:00 PM: Registration and Welcome
* 6:30 PM: Opening Remarks
* 7:00 PM: Dinner and Networking
* 8:00 PM: Keynote Speech by Mayor
* 8:30 PM: Local Talent Showcase
* 9:30 PM: Closing Remarks and Farewell

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## 5. Required Materials

* Marketing Materials
* Flyers
* Posters
* Social Media Posts
* Event Supplies
* Chairs
* Tables
* Microphones
* Projectors
* Decorations
* Balloons
* Banners
* Tablecloths
* Participant Materials
* Name Tags
* Programs
* Feedback Forms
* Miscellaneous
* First Aid Kit
* Signage
* Extension Cords

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## Additional Notes:

- Special guest requirements: Ensure vegetarian meal options for guests.

- Contingency plan: Backup indoor venue booked in case of bad weather.

- Volunteers: Assign roles for registration, ushering, and cleanup.

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## Contact Information:

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## Approval:

Approved By: Md. Rashadur Rahman:, Community Chairperson

Date: January 10, 2025