

WORKPLAN

| ACTIVITIES | JUL | AUG | SEPT | OCT | NOV | DEC |
|---|-------|-------|-------|-----|-----|-----|
| • Meeting with the staff | 1-2 | | | | | |
| • Preparation of project proposal | 3-8 | | | | | |
| • Submission of Proposal | 11 | | | | | |
| • Acceptance of proposal | 14-16 | | | | | |
| • Revision of proposal | 17-19 | | | | | |
| • Signing of contract | 21 | | | | | |
| • Sending thank you letter | 30 | | | | | |
| PRE-ACTIVITIES | | | | | | |
| Planning and implementation of marketing (social media, website, etc.) | | 15-20 | | | | |
| Meeting with the organizer and supplier and sending of sponsorship letter | | 21-25 | | | | |
| Start an online registration of the participants | | | 3 | | | |
| Creation of different committees | | | 4-6 | | | |
| Delegation of tasks | | | 10-12 | | | |
| Site visitation and sending of sponsorship and supplier contract | | | 15-17 | | | |
| Signing of contract with the suppliers | | | 20 | | | |

| | | | | | | |
|---|--|--|-------|-------|-------|--|
| Acquisition of necessary permits and Collection of agreed initial payment from client | | | 22-23 | | | |
| Invitation of speakers/guests | | | 25-30 | | | |
| Hiring of decorator and food caterer and initial payment | | | | 1-4 | | |
| Hiring of first aid team/securities | | | | 6-8 | | |
| 2nd meeting/ suggestions/brainstorming | | | | 10-11 | | |
| Finalization of all the activities/ Final briefing and Collection of fees of approved expenses from client and sponsors | | | | 13-17 | | |
| Confirmation of availability of speakers/entertainer | | | | 20-22 | | |
| End of registration | | | | 31 | | |
| Gather staff but full briefing and collection of remaining balance from client | | | | | 4-5 | |
| Organize registration and speaker's areas | | | | | 11-12 | |
| Circulate contact list with mobile numbers to all staff/volunteers | | | | | 13 | |
| Double checking of document and papers | | | | | 20 | |
| Follow ups for partnership and last call for payment | | | | | 25-30 | |
| INGRESS | | | | | | |

| | | | | | | |
|--|--|--|--|--|--|-----------------------------|
| Installation of materials needed in the event | | | | | | 25 5:00 PM - 10:00 PM |
| EVENT PROPER | | | | | | |
| Monitor the flow of the event | | | | | | 26 |
| EGRESS | | | | | | |
| Removal of all equipment and rubbish/ the materials used/ decorations. Also, double check the area to make sure nothing is left. | | | | | | 26 |
| POST ACTIVITIES | | | | | | |
| Feedback and Evaluation from the client | | | | | | 27 |
| Prepare and submit reports for evaluation | | | | | | 28-29 |