

# EVENT PLAN

Thank you so much for your support of Cure4CF Foundation, we hope you have a great experience raising funds toward a cure for cystic fibrosis. Here is a guide to help you get started on your event planning.

## FOUR MONTHS PRIOR TO YOUR EVENT

- Decide what type of event you are going to hold and choose a date to hold it on.
- Fill out the Cure4CF event registration and email it to [info@cure4cf.org](mailto:info@cure4cf.org).
- Research price for venue and other costs.
- Ask friends, family or work colleagues for help. Maybe you can form an event committee.
- Start building support for your event by letting your family and friends know in advance about what you are doing.
- Set your budget - try to keep your fundraising costs under 30%.
- Identify areas where you may be able to source items to be donated or parts of your event that could be sponsored.
- Send proposals to organisations who could support you.

## THREE MONTHS PRIOR TO YOUR EVENT

- Follow up your sponsors to see if they are able to support your event.
- Secure venue and other vendors.
- Start to build your guest list.
- Design your invitations and flyers etc.
- Please forward any promotional material you are developing to Cure4CF for approval if our logo is included, Email to [info@cure4cf.org](mailto:info@cure4cf.org)

## TWO MONTHS PRIOR TO YOUR EVENT

- Send out your invitations, don't forget to include your RSVP date.
- Organise how you are going to execute your event with support of volunteers.
- Send a media release to your local media.

## ONE MONTH PRIOR TO YOUR EVENT

- Send details and any last minute correspondence to your guests.
- Follow up with local media

## TWO WEEKS PRIOR TO YOUR EVENT

- Confirm venue and all suppliers.
- Update volunteers on the event details and tasks assigned.

## DAY OF THE EVENT

- Have fun and celebrate the role you have played in being part of the cure for cystic fibrosis airway disease.

## AFTER YOUR EVENT

- Collect all of your donations and deposit your funds with Cure4CF Foundation.

# Event Planning Guide Template

**Lynn Van der Wagen, Lauren White**



## **Event Planning Guide Template:**

Event Planning Guide Template: Tips, Ideas and Tools for Event Planning Melodi Cerveny,2021-05-27 Whether organizing a small meeting or orchestrating a large conference event planning is a huge task Every event no matter how simple or complex requires detailed planning and organization From establishing an accurate budget to promoting your event there are a number of components you should start to consider early on to make the process as stress free as possible While no two events are the same and every event has varying goals budgets and audiences there are several steps you can take to jump start the planning process keep on track and maximize your event s success **Event Planning Guideline**

Aretha Burriesci,2021-05-17 Whether organizing a small meeting or orchestrating a large conference event planning is a huge task Every event no matter how simple or complex requires detailed planning and organization From establishing an accurate budget to promoting your event there are a number of components you should start to consider early on to make the process as stress free as possible While no two events are the same and every event has varying goals budgets and audiences there are several steps you can take to jump start the planning process keep on track and maximize your event s success

625+ Easy Digital Product Ideas For Earning Passive Income While You Sleep Om Prakash Saini,2024-02-16 Embark on a journey of endless possibilities with 625 Easy Digital Product Ideas For Earning Passive Income While You Sleep This book is your ultimate guide to unlocking the world of online entrepreneurship without breaking a sweat Packed with over 625 simple and lucrative digital product ideas it covers a wide range of categories like Ebooks and Written Content Online Courses Printables Stock Photos Videos Audio Products Software 3D Models Web Development Resources and more Whether you re a seasoned digital entrepreneur or a newbie looking to make money while you snooze this book has something for everyone Dive into the realm of passive income and discover how to turn your creativity into cash From crafting engaging Ebooks to developing user friendly applications the book is a treasure trove of inspiration With clear and accessible language it breaks down complex ideas making it perfect for anyone ready to take the leap into the world of online income Don t just dream about financial freedom make it a reality with 625 Easy Digital Product Ideas For Earning Passive Income While You Sleep Your journey to success starts now Event Management: For Tourism, Cultural, Business and Sporting Events Lynn Van

der Wagen,Lauren White,2018-04-01 Event Management specifically written for the Diploma of Event Management and Advanced Diploma of Event Management is a comprehensive resource for anyone wanting to build their expertise in professional event management This edition adopts a scaffold learning pedagogy helping students move through the material logically and efficiently while building on their understanding of tourism cultural business and sporting events **Events Management** Glenn A. J. Bowdin,Johnny Allen,Rob Harris,Leo Jago,William O'Toole,Ian McDonnell,2023-07-31 A must have introductory text of unrivalled coverage and depth focusing on events planning and management the fourth edition of Events Management provides a complete A to Z of the principles and practices of planning managing and staging events The book

offers a systematic guide to organising successful events examining areas such as event design logistics marketing human resource management financial planning risk management impacts evaluation and reporting The fourth edition has been fully updated and revised to include content covering technology including virtual and hybrid events concepts such as social capital soft power and events social inclusion equality accessibility and diversity and the latest industry reports research and legal frameworks The book is logically structured and features new case studies showing real life applications and highlighting issues with planning events of all types and scales in a range of geographical locations This book has been dubbed the events management bible and fosters an interactive learning experience amongst scholars of events management tourism and hospitality

**Event Planner: How to Start a Full Service Event Planning Business** J.H. Dies,2017-11-21 A new guide to the Event Planner Business from best selling award winning author J H Dies who has written more than ten books on event planning Whether you are looking to begin in the event planning business or trying to plan your own event with true professionalism book includes everything required to build and create your own brand as an exclusive event planner This book includes Initial consultation interview notes How to build a wedding planner portfolio How to charge for your services Example contingent hourly and flat fee contracts Wedding theme ideas Detailed wedding planning checklist with chronology Venue qualification checklist How to market your wedding planning business Food and beverage planning tools Alcohol consumption planning and pricing tools Wedding budget checklist with excel spreadsheet Wedding tipping conventions Linen planning tool Seating planning tool Reception planner and contact tool Guest list management tool Dance floor and entertainment planning tools Vendor management tools Invoice templates Photographer and florist interview questions Flower planning tool Event planning templates for bar bat mitzvah s golf tournaments corporate events and more This event planner business guide is filled with useful up to date ideas for building your business from the ground up even if you do not have a store front As your business grows this guide will provide insights to help including invaluable advice on how to build the business with venues rentals and more The reader will learn how to set up the business market it meet with clients and design the perfect event with step by step checklists budgets guides contracts and planning tools used by event planners every day Make money working for yourself from a rewarding business helping people that you can start at home or on the side and build to a more than six figure career No special education or experience is needed to apply the principles of event planning One of many books published by newbizplaybook publishing this manual is designed to teach you everything you need to know to be an exceptional consultant If you want to plan your own wedding or special event this book contains everything you need to produce the highest quality event money can buy even if you are on a budget You will learn how to prepare for and run events with realistic budgets extensive guest lists venue management and so much more Full courses on event planning and certifications can cost thousands but everything you need to be a successful planner is contained in this book

**Event Management for Sportdirectors** American Sport Education Program,1996 Event Management for

SportDirectors is a handy tool for planning and managing practically any type or size of athletic event. It provides a comprehensive checklist of 18 categories along with tasks to be completed for each category, allowing you to conduct even the most complicated functions in a systematic and organized manner. Whether you're planning a major tournament, managing a fund raiser, or hosting a small intramural competition, Event Management for SportDirectors will guide you each step of the way. Because Event Management for SportDirectors is designed for flexibility, you can use it easily for either small or large events. The guide provides complete instructions for adjusting event tasks to meet your specific needs. Event Management for SportDirectors is an excellent resource for busy interscholastic athletic directors, sport directors of Olympic national governing bodies, and anyone else who plans and administers athletic events.

**A Guide to Regional Transportation Planning for Disasters, Emergencies, and Significant Events** Deborah Matherly, Neeli Langdon, Paul Brian Wolshon, Pamela Marie Murray-Tuite, Roberta Thomas (Writer on emergency management), Jane Mobley, Kelly Reinhardt, 2014 NCHRP Report 777. A Guide to Regional Transportation Planning for Disasters, Emergencies, and Significant Events helps transportation stakeholders in the public and private sectors, as well as non-transportation stakeholders such as emergency managers and first responders, better understand transportation's important role in planning for multijurisdictional disasters, emergencies, and major events. The guide sets out foundational planning principles and uses examples, case studies, tips, tools, and suggested strategies to illustrate their implementation. Foreword.

*Strategic Communication in Event Planning for Corporations, Nonprofits, and Individuals* Sheri Dean Parmelee, Clark F. Greer, Tammy K. Brown, 2025-08-25. A Practical Guide to Strategic Communication in Event Planning for Modern Organizations and Individuals. Strategic Communication in Event Planning for Corporations, Nonprofits, and Individuals is a modern comprehensive guide to the full lifecycle of event planning, from pre-event analysis to post-event evaluation. With a focus on the strategic integration of communication, this textbook equips readers to design and execute impactful events that align with organizational goals. Its unique approach combines the latest research with practical applications, emphasizing digital tools such as artificial intelligence (AI) to meet the demands of today's dynamic event industry. Authored by experts with a combined 70 years of experience in event planning, communication, and finance, the book addresses challenges unique to in-house planning for businesses, nonprofits, and individuals. It delves into budgeting, promotions, and logistics while providing step-by-step guidance for both new and seasoned planners. Throughout the book, real-world case studies, innovative insights, and actionable strategies empower readers to create memorable and effective events. Part of the trusted Wiley Event Management Series, Strategic Communication in Event Planning for Corporations, Nonprofits, and Individuals offers an inclusive framework for strategic communication that addresses every part of the event lifecycle. Provides innovative approaches to promotions, budgeting, logistics, and post-event reporting. Focuses on in-house event planning to reduce external costs and improve organizational autonomy. Highlights the integration of communication strategies with event

objectives to ensure impactful outcomes Includes instructor friendly resources and assignments that are ideal for academic settings Strategic Communication in Event Planning for Corporations Nonprofits and Individuals is an ideal textbook for undergraduate and graduate courses in event planning hospitality and communication and a valuable reference for professional event planners nonprofit organizers and consultants wanting to enhance their strategic communication skills

**The Challenge of Protecting Mass Gatherings in a Post 9/11 World** United States. Congress. House. Committee on Homeland Security, 2008 [The Meeting Professional](#) , 2005-07 **Festival and Special Event Management** Johnny Allen, William O'Toole, Robert Harris, Ian McDonnell, 2008-01-02 Festivals and special events have grown into a massive industry worldwide generating billions of dollars for regional centers states and countries Festival and Special Event Management provides a comprehensive overview of the theory and procedures essential to managing festivals and special events Australian authors **Reference Guide to Continuous Improvement Planning** Debra Varbel, 1998 **The Non-Obvious Guide to Event Planning (For Kick-Ass Gatherings that Inspire People)** Andrea Driessen, 2019-02-24 Let's face it Most events are boring But they don't have to be This highly actionable fast reading guide is chock full of unconventional unborifying tools ideas and strategies to help you design more captivating and unmissable events for less money and in less time Whether a veteran newbie or accidental event planner you'll learn fresh strategies to smartly select speakers manage logistics set a content road map as well as plan and execute rave worthy events of all types Inspired by decades of delivering everything from large scale corporate events to multiple TEDx gatherings this fun practical book will transform how you plan your next event no matter how large or small Any event can become irresistibly engaging This book will show you how SALLY HOGSHEAD New York Times bestselling author and CEO of How to Fascinate Fun creative and pragmatic insights on the why and how of strategic event design LORIE THOMAS Certified Meeting Professional Certified Meeting Manager Executive at SHWorldwide Events in Seattle WA The tips and tools in this guide will make any event more impactful and engaging BRIGETTE GROSS Corporate Events Manager A sampling of what you'll learn in this guide Why are some events memorable while others are forgotten immediately How can you conquer distraction and truly engage participants What does it really take to uncover the most inspiring speakers negotiate their participation and create a memorable event What do TED Talks teach us about events How can your events be more innovative How can you handle logistics like a pro and manage unrealistic timelines implausible goals and results hungry stakeholders What if attendees remember nothing It's highly probable unless you do something different How can you think outside the slide BONUS This guide also gives readers quick and easy access to robust online resources including a reusable Content Map videos and planning templates that streamline and simplify event planning [Youth Sportdirector Guide](#) Rainer Martens, 1995 This text is designed to aid sport administrators develop a sound programme philosophy and compatible policies It also contains forms and checklists to help with organizational skills A software supplement is also available to accompany the text allowing the

user to produce save and print customized forms

**The Wisconsin Environmental Education Board ... Grant**

**Recipients** Wisconsin Environmental Education Board,2007

**Bank Systems Management** Kent S. Belasco,1998

Creating Workforce Development Systems that Work: Building the infrastructure to support one-stop systems ,1997

**The Event Marketing Handbook** Allison Saget,2006 See

**Creating Workforce Development Systems that Work**

,1997

This book delves into Event Planning Guide Template. Event Planning Guide Template is an essential topic that needs to be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Event Planning Guide Template, encompassing both the fundamentals and more intricate discussions.

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    - Chapter 2: Essential Elements of Event Planning Guide Template
    - Chapter 3: Event Planning Guide Template in Everyday Life
    - Chapter 4: Event Planning Guide Template in Specific Contexts
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  6. In chapter 5, the author will draw a conclusion about Event Planning Guide Template. The final chapter will summarize the key points that have been discussed throughout the book.
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2007 the primary purpose of the changes in this version of the language is to enable transformations to be performed in

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