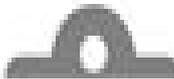


Event management plan checklist with standard operating procedure

This slide covers initial planning activities before event checklist. It includes activities, status, examples of tips and any further notes for better results.

 Current status	 Activities	 Details	 SOP	Notes
Completed	Determine duration, time and venue	<ul style="list-style-type: none">• Select Event Manager• Insurance• Add text here	<ul style="list-style-type: none">• Schedule one event at one time	Text Here
Non Completed	Organized the planning committee	<ul style="list-style-type: none">• Department of Communication• Facilities Administration• Shareholders/ Agencies• Add text here	<ul style="list-style-type: none">• Create Contact list• Text Here	Text Here
In- Progress	Determine roles and responsibility	<ul style="list-style-type: none">• Event Planner• Management Cost• Safety Officer• Add text here		Text Here

SOP- Standard Operating Procedure

Event Management Standard Operating Procedures

Chao Zhang



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