**Club / Society**

**Event Management Plan**

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| Club/ Society Information  |
| **Club/ Society Name** |  |
| **Club/ Society Contact Name** |  |
| **Club/ Society Contact Number** |  |
| **Club/ Society Contact Email** |  |
| **Event Title** |  |
| **Description of event** |  |
| **Time** |  |
| **Date**  |  |
| **Venue** |  |
| **Estimated Numbers**  |  |
| **Other Societies Involved**  |  |
| **Has this event been ran before? (Yes/No)** |  |
| **Is a Letter of Indemnity Required (Yes/No/Unsure)** |  |
| **Event Notification Required** **(Yes/No/Unsure)** |  |
| **Work Permit Required** **(Yes/No/Unsure)** |  |

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| Event Checklist * **Please include all possible details in rows below**
* **If a row is not relevant mark as “N/A”**
* **Please include additional information in section marked “other” or insert a blank row to insert details**
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| **Event Checklist**  | **Details** | **Cost**  | **Confirmed/Not Confirmed**  |
| **Venue**  |  |  |  |
| **Tickets****: Price****: Selling hard copies or online**  |  |  |  |
| **Security**  |  |  |  |
| **Medic** |  |  |  |
| **Photographer** |  |  |  |
| **Videographer**  |  |  |  |
| **Pa and Sound System**  |  |  |  |
| **Lights** |  |  |  |
| **Stage**  |  |  |  |
| **MC and Judges**  |  |  |  |
| **Facebook event set up/ Sponsored post** |  |  |  |
| **Posters**  |  |  |  |
| **Entertainment (DJ/Band/Interval Act)** |  |  |  |
| **Wristbands** |  |  |  |
| **Decorations**  |  |  |  |
| **Materials:Blu Tack, Sellotape, Markers, Pens** |  |  |  |
| **Raffle Prizes & Tickets**  |  |  |  |
| **Other:** |  |  |  |
| **Other:** |  |  |  |

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| **Event Running Order-** * **Please detail each task, the time which it is taking place at and the person responsible.**
* **This must be done in chronological order from the beginning of the day, including set up to the end of the event**
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| **Time**  | **Details** | **Person Responsible**  |
| **Example: 4.00pm** | **Organising Committee arrive for Set up**  | **Susan**  |
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| **Finance Plan** * Please fill out all fields
* If a row is not relevant mark as “N/A”
* Please include additional information in section marked “other” or insert a blank row to insert details
* **Income Section:** Fill Out the **White Sections** in Income column and insert the calculated total in the **Yellow boxes.**
* **Expenditure Section:** Fill Out the **White Sections** in Expenditure column and insert the calculated total in the **Yellow boxes.**
* **Total Profit /Loss: Deduct** Total Expenditure from Total Income in the **Yellow boxes** in the Total column. Insert the resulting figure into the **Final Total Box**
* **APPROVAL OF THIS EVENT DOES NOT INCLUDE THE APPROVAL OF THE BUDGET, LIAISE WITH CLUBS AND SOCS REGARDING APPROVAL OF BUDGET.**
 |
| **Description** | **Income** | **Expenditure** | **Total**  |
| **Ticket Sales =** Ticket Price multiplied by estimated numbers attending  |  |  |  |
| **E.g. Sponsorship**  |  |  |  |
| **E.g. Committee Funding towards event**  |  |  |  |
| **E.g. C&S Budget Allocation** |  |  |  |
| **Other:** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Income** (All income added together) |  |  | **Total Income:**  |
| **E.g. Venue** |  |  |  |
| **E.g. Security** |  |  |  |
| **E.g. Medic** |  |  |  |
| **Other:** |  |  |  |
| **Other:** |  |  |  |
| **Other:** |  |  |  |
| **Other:** |  |  |  |
| **Other:** |  |  |  |
| **Other:** |  |  |  |
| **Other:** |  |  |  |
| **Total Expenditure** |  |  | **Total Expenditure:** |
| **Total Profit/ Loss** (Total Income minus total Expenditure) |  |  | **Final Total=**  |

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| **Ticket Sales- for both Charity and Non Charity Events** * Please fill out each column
* Please increase Ticket numbers gradually in order to determine your breakeven point.
* **Total Income:** Add Income per ticket sold and additional income
* **Total Expenditure**: Inset Total Expenditure from Financial Plan above.
* **Final Total:** Deduct Total Expenditure from Total Income.Result will indicate the level of profit/ loss made depending on number of ticket sold.
 |
| **Ticket Numbers**  | **Example: 50** |  |  |  |  |  |  |  |  |
| **Income per ticket sold**Price of ticket multiplied by ticket number  | **Ticket price:€30****€30 x 50****= €1500** |  |  |  |  |  |  |  |  |
| **Additional Income** **e. g*** C&S Budget
* Sponsorship
* Bank account
 | **Bank account:400** |  |  |  |  |  |  |  |  |
| **Total Income**All income added together(income per ticket sold+ additional income) | **1500+400****=1900** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Total Expenditure** | **1700**  |  |  |  |  |  |  |  |  |
| **Final Total:** Total Income minus Total Expenditure | **1900-1700=****200 Profit**  |  |  |  |  |  |  |  |  |

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| **Event Coordinator and Clubs and Socs Assistance**  |
| **How do you plan on covering your cost:**  |  |
| **Difficulties Faced:** |  |
| **Assistance Required in relation to:**  |  |
| **Enquiry in regards to:**  |  |
| **Additional information/ Comments:**  |  |