**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** | | | |
| **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** | | |
| **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:** |  |