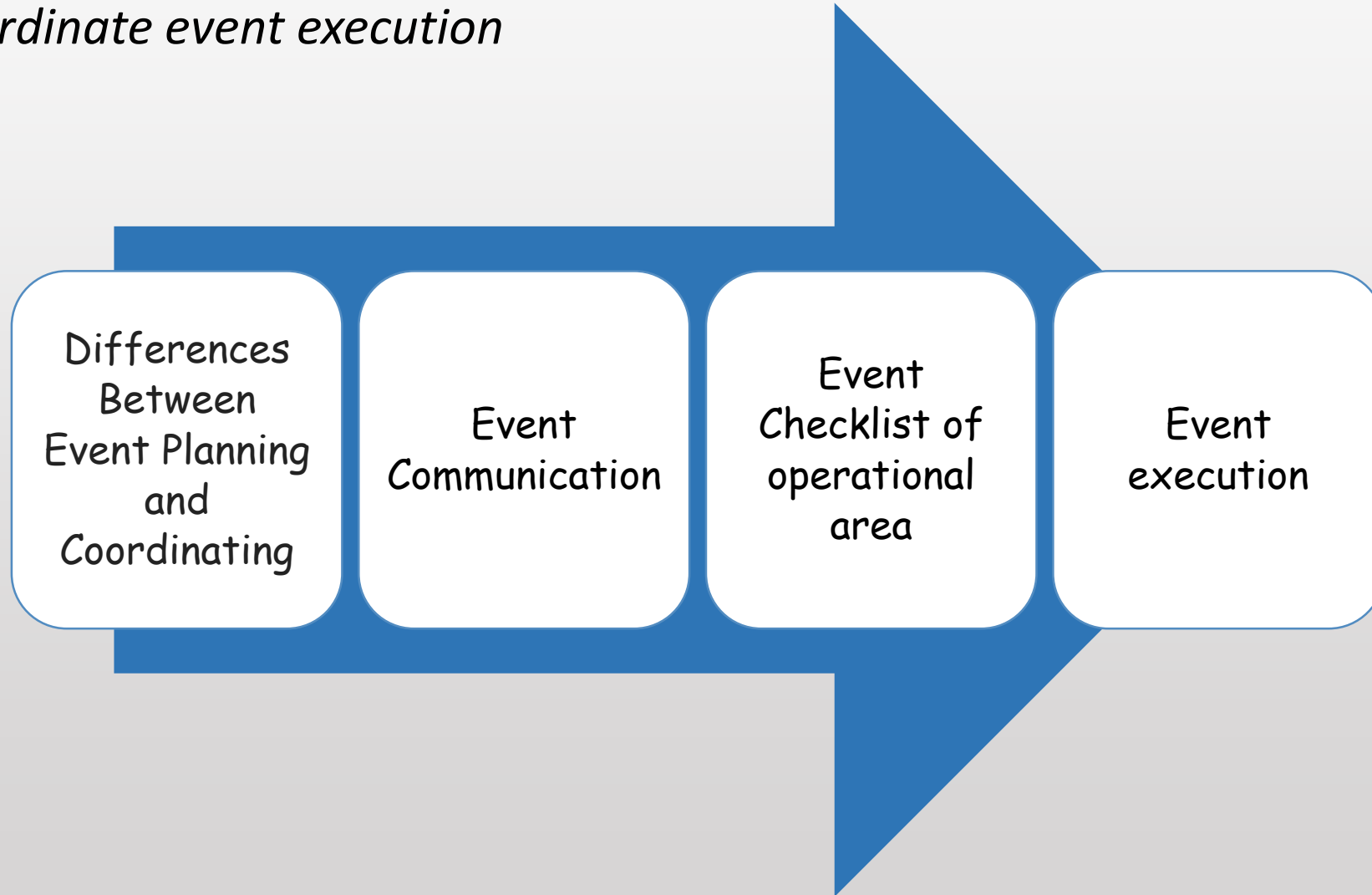Prepared by: Cheryl Y.

EVENT EXECUTION COORDINATION cont.

COORDINATE EVENT EXECUTION

EVENT EXECUTION COORDINATION cont.

3. Coordinate event execution

Differences Between Event Planning and Coordinating

Event Communication

Event Checklist of operational area

Event execution

DIFFERENCES BETWEEN EVENT PLANNING AND COORDINATION

EVENT PLANNERS VS. EVENT COORDINATORS

RESPONSIBILITIES OF AN
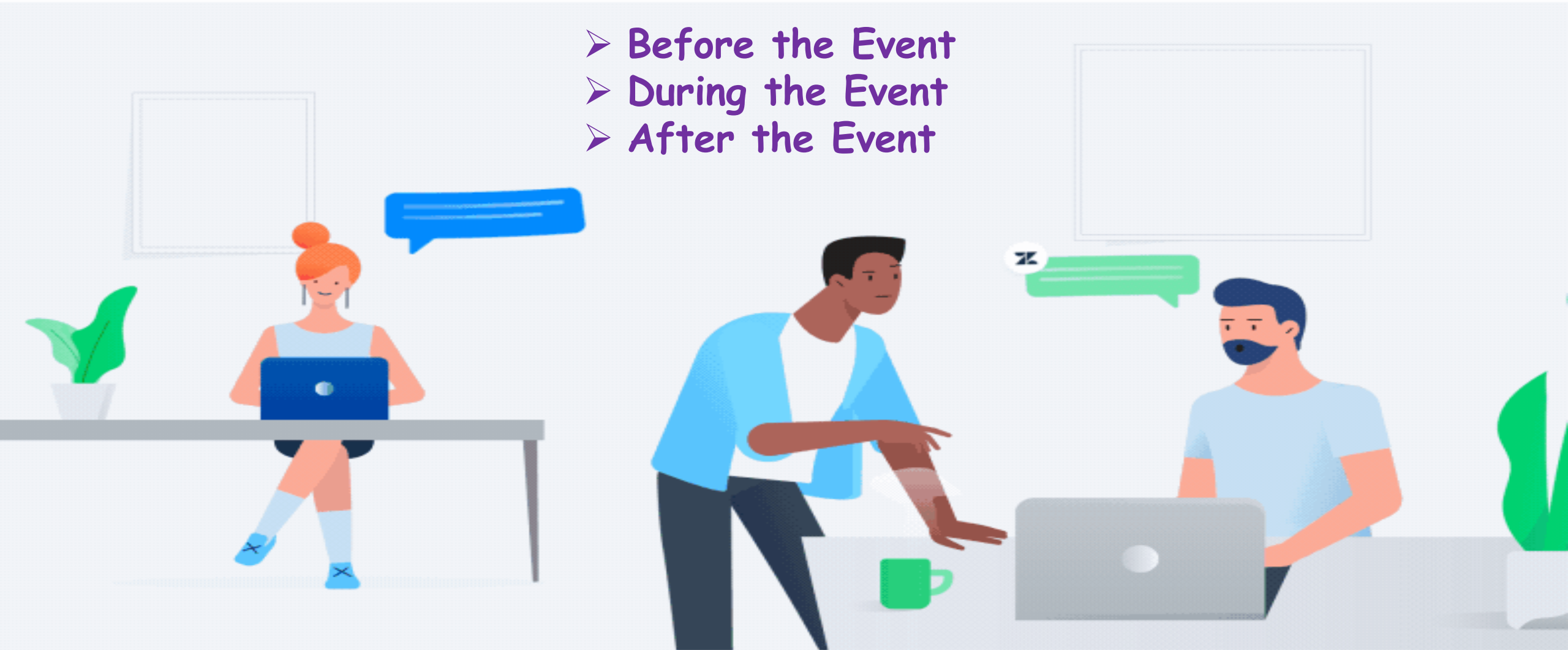
（计划者）

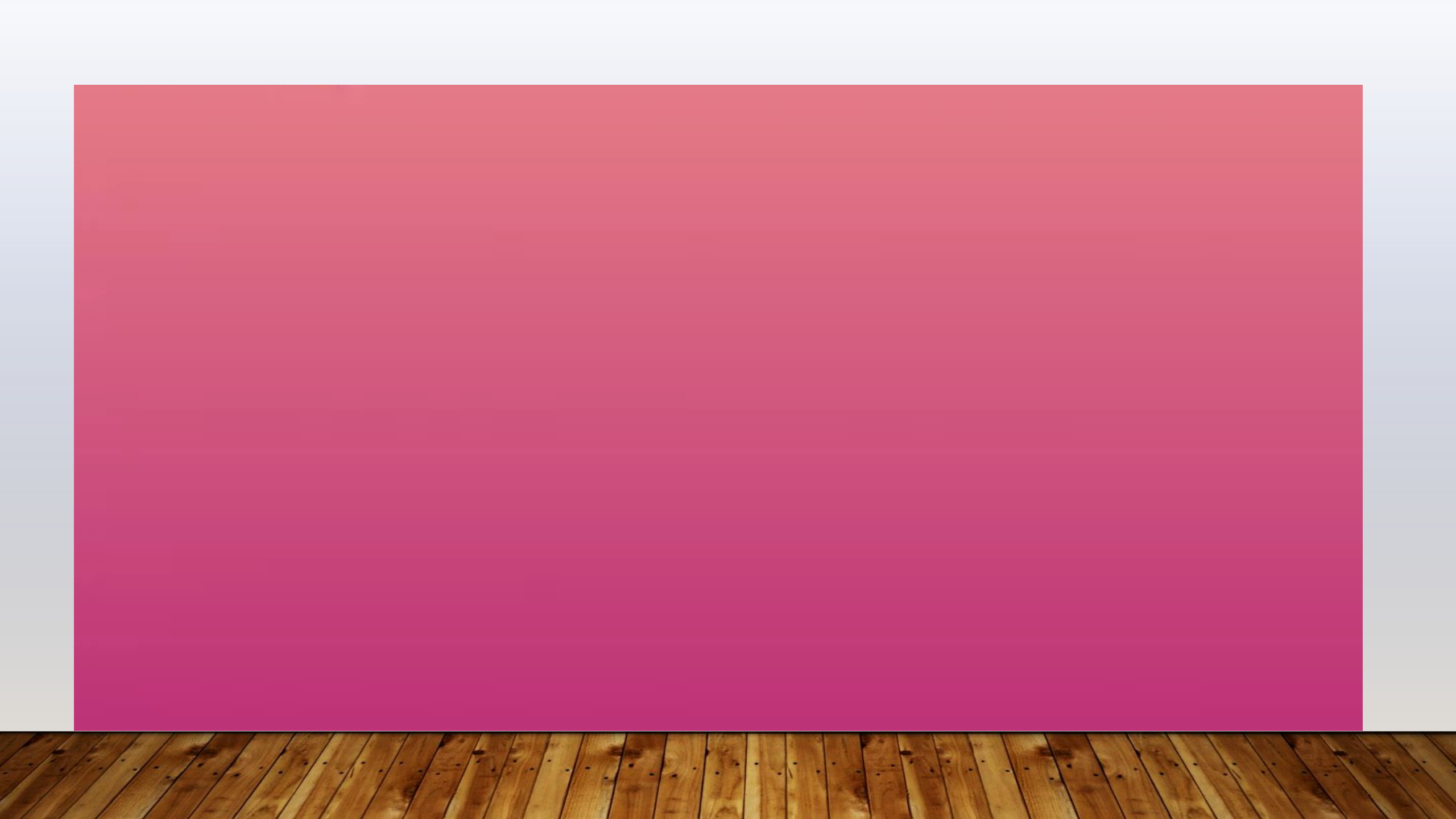- **Event Planner**
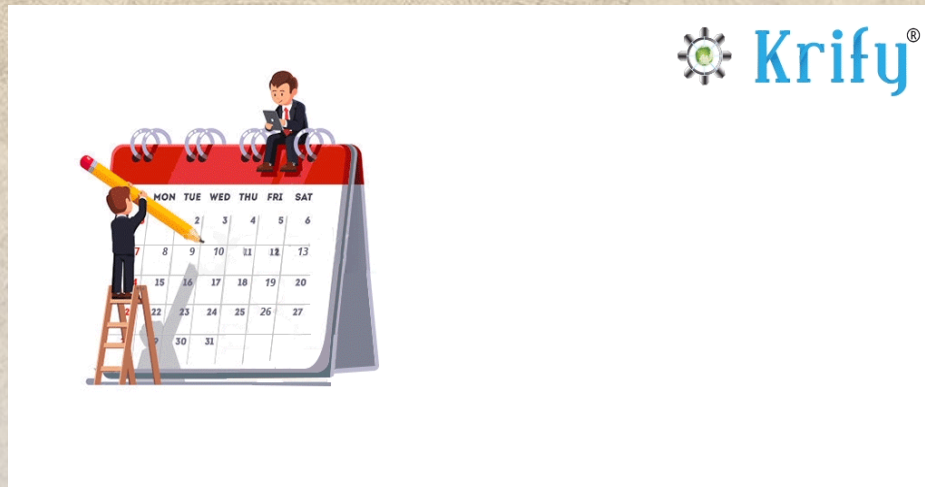
（协调员）

- **Even Coordinator**

Event Checklist of operational area

WEDDING CHECKLIST TEMPLATE

Apparel	☐
Jewelry	☐
Earrings	☐
Wedding Rings	☐
Bridal Gown	☐
Veil/headpiece	☐
Shoes	☐
Garter	☐
Hosiery	☐
Groom's Tuxedo	☐
Groom's Shoes	☐
Other	☐
Other	☐
Other	☐
Other	☐
Other	☐

Gifts	☐
Best Man	☐
Maid of Honor	☐
Flower Girl	☐
Mother of the Bride	☐
Father of the Bride	☐
Mother of the Groom	☐
Father of the Groom	☐
Other	☐
Other	☐
Other	☐
Other	☐
Other	☐
Other	☐
Other	☐
Other	☐

Music/Photography	☐
Musicians	☐
Band for Reception	☐
Formals	☐
Candids	☐
Extra prints	☐
Disposable cameras	☐
Videography	☐
Other	☐
Other	☐
Other	☐
Other	☐
Other	☐
Other	☐
Other	☐
Other	☐

Decorations	☐
Bows for church pews	☐
Table Centerpieces	☐
Candles	☐
Lighting	☐
Balloons	☐
Rice	☐
Other	☐
Other	☐
Other	☐
Other	☐
Other	☐
Other	☐

Flowers	☐
Bouquets	☐
Boutonnieres	☐
Corsages	☐
Ceremony	☐
Reception	☐
Other	☐
Other	☐
Other	☐
Other	☐
Other	☐
Other	☐
Other	☐

Transportation	☐
Limousines/Trolleys	☐
Parking	☐
Taxes	☐
Other	☐
Other	☐
Other	☐
Other	☐
Other	☐
Other	☐
Other	☐
Other	☐
Other	☐

Reception	☐
Room/Hall (fees)	☐
Tables & Chairs	☐
Food	☐
Drinks	☐
Linens	☐
Cake	☐
Favors	☐
Staff and Gratuities	☐
Other	☐
Other	☐
Other	☐
Other	☐
Other	☐
Other	☐

Stationery	☐
Invitations	☐
Announcements	☐
Thank-You Cards	☐
Guest Book	☐
Programs	☐
Reception Napkins	☐
Matchbooks	☐
Calligraphy	☐
Other	☐
Other	☐
Other	☐
Other	☐
Other	☐
Other	☐

Other Expenses	☐
Officiant	☐
Site Ceremony Fee	☐
Hotel Rooms	☐
Rehearsal Dinner	☐
Engagement Party	☐
Showers	☐
Salon Appointments	☐
Bachelor Party	☐
Bachelorette Party	☐
Other	☐
Other	☐
Other	☐
Other	☐
Other	☐

TEMPLATE 1: EVENT PLANNING CHECKLIST

Always allow sufficient time to organise an event; the amount of time will depend on the size of the event.

Event Committee Planning and Management Tasks	Person Responsible	Approx. Hours to complete	Date Finalised
Planning- Initial Considerations			
Assess the idea or opportunity			
Ensure a clearly identified opportunity exists for the event			
Develop a Plan for the event with defined objectives to be achieved			
Ensure all members of the organisation are aware of, and fully understand the objectives			
Set the event date			
Determine all specialist expertise			
Register event with Coolamon Shire Council (essential)			
Event Committee			
Form the event committee (6 people min)			
Appoint/ elect the Chair			
Select committee members based on expertise and ability to contribute to the event management process			
Establish areas of responsibility			
Establish clear line of communication- formal reporting requirements			
Set meeting dates for lead up to the event			
Areas of Committee Responsibility			
Funding and Finance			
Identify appropriate funding sources (business, sponsorship, raffles, admission costs, government grants, etc)			
Prepare grant funding application, if required			
Establish budget guidelines			
Prepare detailed budget			
Break-even analysis			
Monitor budget throughout planning, executing and evaluation stages			

EVENT EXECUTION

EVENT EXECUTION

1.Planning & Collaboration Tools

➢ Easily manage project tasks, schedules, and assignments.

➢ Align with your organizational hierarchy and business processes.

➢ Collaborate with key players throughout the event.

➢ Streamline and centralize multi-level request and approval processes for events, speakers, or papers.

➢ Share critical data and gain visibility into spending with real-time budgeting and roll-up reporting

EVENT EXECUTION

2. Sourcing & Spend Management Tools

➢ Automatically locate and negotiate global hotel rooms and venues while saving time

➢ Attain the perfect venue for your event with extensive meeting room specifications and side-by-side hotel comparisons

➢ Control budget and global hotel spend with easy and competitive online negotiations and supplier selection

➢ Access the same up-to-date data used by hotels to propagate content on travel websites

➢ Manage booking details accurately and eliminate manual repetitions

➢ Secure the best rooms available for your specified budget

➢ Integrate the entire event management process with reduced costs and significant enhancements to the overall event value

EVENT EXECUTION

3. Truly Customized Branding

Every step of the way, from the email invites and event registration software to the event website and mobile app, should be easily and completely customizable to your brand.

4. Real-Time Reporting

When you're juggling as many details and decisions as you do, the last thing you need is outdated reporting. Details change by the hour—even by the minute—in the course of a typical event professional's day. Your ability to make decisions, track progress, enact contingency plans, and provide meaningful updates to stakeholders relies on having up-to-the-second reporting. If this capability isn't included in your list of must-haves for an event management platform, you're spending too much time chasing down real information.

EVENT EXECUTION

5. Robust Infrastructure

You've got to be able to rely on the infrastructure behind the Event Automation software solution you use.

Finally!

With these 5 key ingredients, you'll be well positioned to execute a flawless event and move onto other ways of building attendee engagement and delivering value.

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