# 4.2 Checklist

1. P3
“Investigation into different types of event”:
Evidence of research into different types of event of differing sizes & explanations of reasons for their success.
2. P4
Individual mind map of all event ideas being considered by the group (i.e. your small group).

Presentation slides outlining event proposal.
Individual write up of main points of the presentation called “Explanation of event idea”. Make sure you include justification of event / reasons for choice.

1. M2
Individual summary of the final event decision.
Include: purpose of the event, aims and objectives, constraints and success factors. If you changed your mind in any way about your event, explain it here.
Assess the feasibility of the event, Include reasons for choice with judgements as to why this was the best idea to take forward and why you think it will be a success.
BACK THIS UP WITH RESEARCH! Refer to and include the feedback docs from your presentation audience as part of this research.
2. P5
Explain factors that need to be considered when producing a plan for an event. These are:
Aims and objectives, budget, resources, venue, catering, legal constraints, team working, insurance, methods of communications, contingency planning and assessment of risk.
3. P6
“Event Planning Tools”
Explain the following event planning tools: Gantt charts, Critical Path Analysis, online planning tools such as EventBrite and Doodle.
Which tool is most appropriate for your requirements and why?

Prepare a DETAILED plan for your chosen event. To include all factors listed above for P5, but especially:
Gantt chart (or equivalent if other tool used), detailed budget, risk assessment, with evidence this has been approved by Martin McCarthy and a full contingency plan.
4. M3
Analyse the key factors that need to be considered when producing your event plan.
Include: analysis of all the factors (again, see the list for P5) regarding your event. i.e. what will be the impact of the factors? Really detailed sections on the importance of detailed scheduling, budgeting, contingency planning and the need for detailed risk assessments, please.
5. D2
Evaluate and justify the feasibility plan, tools, budget and risk, making any required contingency adjustments. To do this, look at the strengths and weaknesses of your event plan. Conclude by deciding how feasible your event is. Make clear judgements about the best way to measure the event’s success.