As planning for each event progresses, complete all relevant sections of the form below. Save the form in the Events directory on the PMI Tasmania Google drive.

| **Event Details** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Event Title:** | Enter the name of the event | | | | | | |
| **Primary Event Coordinator:**  **(Name, phone, email)** | Enter the name of the event coordinator, their phone number and email address | | | | | | |
| **Secondary Event Coordinator:**  **(Name, phone, email)** | If there is an assistant event organiser, enter their name, phone number and email address | | | | | | |
| **Date:** | Enter the event date | | **Start Time:** | | Enter the event start time | **End Time:** | Enter the event end time |
| **Venue Details:** | Enter the name and physical street address of the venue. Enter any other details about the venue (such as parking, entry, room name, disability access, etc) | | | | | | |
| **Venue Contact Person:**  **(Name, phone, email)** | Enter the name, title, company, phone number and email for the contact person for the venue. | | | | | | |
| **Transport Details:** | Provide venue transport details (eg: Where to park, is transport provided, pick up / return times, where to meet, who to call in an emergency, etc) | | | | | | |
| **Will a virtual option be offered?** | Yes  No | **If yes, provide details:** | | | Eg: What equipment will be required and who will be providing it? | | |
| **Who can attend?** | Tas Chapter Members | | | **Price for Chapter Members:** | | | $ |
| Other PMI Members | | | **Price for PMI Members:** | | | $ |
| Non-members/Others | | | **Price for Others** | | | $ |
| **How will registrations be collected?** | What is the deadline for registrations/RSVPs/EOIs?  Enter details about how registrations/EOIs will be collected. If using a third-party website (such as EventBrite), include the URL to the booking page. | | | | | | |
| **How will payment be collected?** | Enter details about how payment will be collected. If using a third-party website (such as EventBrite), include the URL to the booking page.  Can people pay at the door? If so, what are the payment options at the door? Who will collect money at the door and what equipment is required (eg: cash tin, credit card reader, etc)? | | | | | | |
| **Are numbers limited?** | Yes  No | **If yes, maximum?** | | | What is the maximum number of attendees? | | |
| **Will PDU’s be offered for attending this event?** | Yes  No | **If yes, provide details:** | | | Consult with the the Vice President to determine the PDU type and amount and enter details here. | | |
| **Information for attendees:** | Provide any other details that the attendees might need to know. This would include pre-requisites, things they need to bring, pre-reading they need to do, how to prepare, etc? | | | | | | |
| **Speaker Details:**  **(Name, phone, email)** | Provide the name, company, title, phone number and email for the event’s speaker(s).  Provide a brief (1 paragraph) bio of each speaker for website /promotional materials.  Attach a professional photograph for each speaker. | | | | | | |
| **Equipment Details:** | Provide a detailed list of equipment/things that are needed for the event (eg: promotional banners, laptop, microphone, music, PA system, wifi/broadband, folders, stationery, pens, etc) | | | | | | |
| **Catering Details:** | If caterers are being used, provide contact name, company, phone and email.  What food needs to be provided/ordered and who is arranging this?  What drinks need to be provided /ordered and who is arranging this?  What else needs to be provided such as plates, cutlery, cups, glasses, serviettes, serving spoons, platters, etc | | | | | | |
| **Volunteer Details:** | Provide details of any volunteers/jobs required to make the event a success (eg: Does anyone need to arrive early to gain entry to the venue and/or setup? Does anyone need to stay late to clean up and/or lock up? Does someone need to collect / return keys / organise entry to the venue? Do we need a helper to greet people at the door / take payment / hand things out, etc? Who will take photography/videography at the event for promotional materials? | | | | | | |
| **Any other Details:** | Outline any other details that might be important / relevant. | | | | | | |
| **Risk Assessment:** | Consult with the Vice President and Treasurer to conduct a risk assessment for the event and enter the details here. | | | | | | |
| **Insurance Details:** | PMI and/or Chapter insurance will cover most typical events. If this is an unusual event, check with the Treasurer whether special insurance is required for this event. | | | | | | |

| **Event Communications and Promotion** | |
| --- | --- |
| **Marketing in the lead-up to the event** | Provide draft wording and images for marketing to be sent out in the lead-up to the event. Include relevant information from the above table.  Enter details about the number and timing and audience of pre-event promotional activities and how/where to promote (e.g.: website events page, newsletters, social media, etc) |
| **Communications following the event** | Enter details of communications to be sent out when the event is over. This might include thankyou emails to attendees, thankyou emails to those who helped, whether we should send slide decks to attendees, satisfaction surveys, etc.  Consider capturing testimonials from those who attended.  Provide draft wording and images for marketing materials after the event. Enter details about the number and timing and audience of post-event promotional activities and how/where to promote (e.g.: newsletters, social media, etc) |

| **Event Budget** | |
| --- | --- |
| **Enter details about estimated costs/expenses associated with the running of the event** | Expenses may include:   * Venue hire * Venue cleaning fees * Venue or other deposits/security bonds * Photographer/videographer * Tele/videoconference equipment hire * Speaker fees and charges * Cost of providing transport to/from the event * Cost of other service providers * Catering (food, drinks, and other equipment) * Purchase or hire costs for other equipment * Cost of marketing materials * Printing of brochures, handouts, etc * Commissions collected by booking website |
| **Enter details about estimated income/revenue associated with the running of the event** | Income may include:   * Sponsorship from PMI Global / PMI AP * Sponsorship from local/involved companies * Attendance fees to be collected and the estimated number of attendees * Return of security bonds following the event |
| **Profit estimates** | Consult with the Treasurer to determine the following. This will help if a decision needs to be reached whether or not to proceed with the event.   * **Break Even:** What is the minimum number of attendees required to cover all estimated costs? * **Worst Case:** What is the total estimated profit/loss if the lowest anticipated attendance is achieved? * **Best Case:** What is the total estimated profit if the maximum allowable or highest anticipated attendance is achieved? |