

# EVENT PLAN

Thank you so much for your support of Cure4CF Foundation, we hope you have a great experience raising funds toward a cure for cystic fibrosis. Here is a guide to help you get started on your event planning.

## FOUR MONTHS PRIOR TO YOUR EVENT

- Decide what type of event you are going to hold and choose a date to hold it on.
- Fill out the Cure4CF event registration and email it to [info@cure4cf.org](mailto:info@cure4cf.org).
- Research price for venue and other costs.
- Ask friends, family or work colleagues for help. Maybe you can form an event committee.
- Start building support for your event by letting your family and friends know in advance about what you are doing.
- Set your budget - try to keep your fundraising costs under 30%.
- Identify areas where you may be able to source items to be donated or parts of your event that could be sponsored.
- Send proposals to organisations who could support you.

## THREE MONTHS PRIOR TO YOUR EVENT

- Follow up your sponsors to see if they are able to support your event.
- Secure venue and other vendors.
- Start to build your guest list.
- Design your invitations and flyers etc.
- Please forward any promotional material you are developing to Cure4CF for approval if our logo is included, Email to [info@cure4cf.org](mailto:info@cure4cf.org)

## TWO MONTHS PRIOR TO YOUR EVENT

- Send out your invitations, don't forget to include your RSVP date.
- Organise how you are going to execute your event with support of volunteers.
- Send a media release to your local media.

## ONE MONTH PRIOR TO YOUR EVENT

- Send details and any last minute correspondence to your guests.
- Follow up with local media

## TWO WEEKS PRIOR TO YOUR EVENT

- Confirm venue and all suppliers.
- Update volunteers on the event details and tasks assigned.

## DAY OF THE EVENT

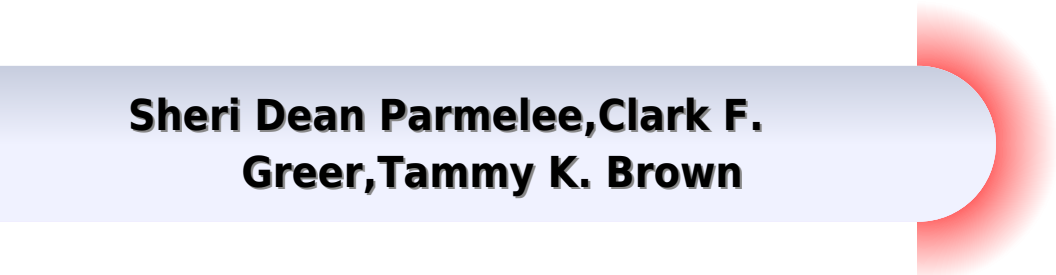
- Have fun and celebrate the role you have played in being part of the cure for cystic fibrosis airway disease.

## AFTER YOUR EVENT

- Collect all of your donations and deposit your funds with Cure4CF Foundation.

# Event Planning Guide Template

**Sheri Dean Parmelee, Clark F.  
Greer, Tammy K. Brown**



## **Event Planning Guide Template:**

Event Planning Guideline Aretha Burriesci, 2021-05-17 Whether organizing a small meeting or orchestrating a large conference event planning is a huge task Every event no matter how simple or complex requires detailed planning and organization From establishing an accurate budget to promoting your event there are a number of components you should start to consider early on to make the process as stress free as possible While no two events are the same and every event has varying goals budgets and audiences there are several steps you can take to jump start the planning process keep on track and maximize your event s success Event Planning Guide Template: Tips, Ideas and Tools for Event Planning

Melodi Cervený, 2021-05-27 Whether organizing a small meeting or orchestrating a large conference event planning is a huge task Every event no matter how simple or complex requires detailed planning and organization From establishing an accurate budget to promoting your event there are a number of components you should start to consider early on to make the process as stress free as possible While no two events are the same and every event has varying goals budgets and audiences there are several steps you can take to jump start the planning process keep on track and maximize your event s success

**Event Planner: How to Start a Full Service Event Planning Business** J.H. Dies, 2017-11-21 A new guide to the Event Planner Business from best selling award winning author J H Dies who has written more than ten books on event planning Whether you are looking to begin in the event planning business or trying to plan your own event with true professionalism book includes everything required to build and create your own brand as an exclusive event planner This book includes Initial consultation interview notes How to build a wedding planner portfolio How to charge for your services Example contingent hourly and flat fee contracts Wedding theme ideas Detailed wedding planning checklist with chronology Venue qualification checklist How to market your wedding planning business Food and beverage planning tools Alcohol consumption planning and pricing tools Wedding budget checklist with excel spreadsheet Wedding tipping conventions Linen planning tool Seating planning tool Reception planner and contact tool Guest list management tool Dance floor and entertainment planning tools Vendor management tools Invoice templates Photographer and florist interview questions Flower planning tool Event planning templates for bar bat mitzvah s golf tournaments corporate events and more This event planner business guide is filled with useful up to date ideas for building your business from the ground up even if you do not have a store front As your business grows this guide will provide insights to help including invaluable advice on how to build the business with venues rentals and more The reader will learn how to set up the business market it meet with clients and design the perfect event with step by step checklists budgets guides contracts and planning tools used by event planners every day Make money working for yourself from a rewarding business helping people that you can start at home or on the side and build to a more than six figure career No special education or experience is needed to apply the principles of event planning One of many books published by newbizplaybook publishing this manual is designed to teach you everything you need to know to be an

exceptional consultant If you want to plan your own wedding or special event this book contains everything you need to produce the highest quality event money can buy even if you are on a budget You will learn how to prepare for and run events with realistic budgets extensive guest lists venue management and so much more Full courses on event planning and certifications can cost thousands but everything you need to be a successful planner is contained in this book **625+ Easy Digital Product Ideas For Earning Passive Income While You Sleep** Om Prakash Saini,2024-02-16 Embark on a journey of endless possibilities with 625 Easy Digital Product Ideas For Earning Passive Income While You Sleep This book is your ultimate guide to unlocking the world of online entrepreneurship without breaking a sweat Packed with over 625 simple and lucrative digital product ideas it covers a wide range of categories like Ebooks and Written Content Online Courses Printables Stock Photos Videos Audio Products Software 3D Models Web Development Resources and more Whether you re a seasoned digital entrepreneur or a newbie looking to make money while you snooze this book has something for everyone Dive into the realm of passive income and discover how to turn your creativity into cash From crafting engaging Ebooks to developing user friendly applications the book is a treasure trove of inspiration With clear and accessible language it breaks down complex ideas making it perfect for anyone ready to take the leap into the world of online income Don t just dream about financial freedom make it a reality with 625 Easy Digital Product Ideas For Earning Passive Income While You Sleep Your journey to success starts now **Event Management: For Tourism, Cultural, Business and Sporting Events** Lynn Van der Wagen,Lauren White,2018-04-01 Event Management specifically written for the Diploma of Event Management and Advanced Diploma of Event Management is a comprehensive resource for anyone wanting to build their expertise in professional event management This edition adopts a scaffold learning pedagogy helping students move through the material logically and efficiently while building on their understanding of tourism cultural business and sporting events **Events Management** Glenn A. J. Bowdin,Johnny Allen,Rob Harris,Leo Jago,William O'Toole,Ian McDonnell,2023-07-31 A must have introductory text of unrivalled coverage and depth focusing on events planning and management the fourth edition of Events Management provides a complete A to Z of the principles and practices of planning managing and staging events The book offers a systematic guide to organising successful events examining areas such as event design logistics marketing human resource management financial planning risk management impacts evaluation and reporting The fourth edition has been fully updated and revised to include content covering technology including virtual and hybrid events concepts such as social capital soft power and events social inclusion equality accessibility and diversity and the latest industry reports research and legal frameworks The book is logically structured and features new case studies showing real life applications and highlighting issues with planning events of all types and scales in a range of geographical locations This book has been dubbed the events management bible and fosters an interactive learning experience amongst scholars of events management tourism and hospitality **Event Management for Sportdirectors** American Sport Education Program,1996 Event

Management for SportDirectors is a handy tool for planning and managing practically any type or size of athletic event It provides a comprehensive checklist of 18 categories along with tasks to be completed for each category allowing you to conduct even the most complicated functions in a systematic and organized manner Whether you re planning a major tournament managing a fund raiser or hosting a small intramural competition Event Management for SportDirectors will guide you each step of the way Because Event Management for SportDirectors is designed for flexibility you can use it easily for either small or large events The guide provides complete instructions for adjusting event tasks to meet your specific needs Event Management for SportDirectors is an excellent resource for busy interscholastic athletic directors sport directors of Olympic national governing bodies and anyone else who plans and administers athletic events

**A Guide to Regional Transportation Planning for Disasters, Emergencies, and Significant Events** Deborah Matherly,Neeli Langdon,Paul Brian Wolshon,Pamela Marie Murray-Tuite,Roberta Thomas (Writer on emergency management),Jane Mobley,Kelly Reinhardt,2014 NCHRP Report 777 A Guide to Regional Transportation Planning for Disasters Emergencies and Significant Events helps transportation stakeholders in the public and private sectors as well as non transportation stakeholders such as emergency managers and first responders better understand transportation s important role in planning for multijurisdictional disasters emergencies and major events The guide sets out foundational planning principles and uses examples case studies tips tools and suggested strategies to illustrate their implementation Foreword

**Strategic Communication in Event Planning for Corporations, Nonprofits, and Individuals** Sheri Dean Parmelee,Clark F. Greer,Tammy K. Brown,2025-08-25 A Practical Guide to Strategic Communication in Event Planning for Modern Organizations and Individuals Strategic Communication in Event Planning for Corporations Nonprofits and Individuals is a modern comprehensive guide to the full lifecycle of event planning from pre event analysis to post event evaluation With a focus on the strategic integration of communication this textbook equips readers to design and execute impactful events that align with organizational goals Its unique approach combines the latest research with practical applications emphasizing digital tools such as artificial intelligence AI to meet the demands of today s dynamic event industry Authored by experts with a combined 70 years of experience in event planning communication and finance the book addresses challenges unique to in house planning for businesses nonprofits and individuals It delves into budgeting promotions and logistics while providing step by step guidance for both new and seasoned planners Throughout the book real world case studies innovative insights and actionable strategies empower readers to create memorable and effective events Part of the trusted Wiley Event Management Series Strategic Communication in Event Planning for Corporations Nonprofits and Individuals Offers an inclusive framework for strategic communication that addresses every part of the event lifecycleProvides innovative approaches to promotions budgeting logistics and post event reporting Focuses on in house event planning to reduce external costs and improve organizational autonomyHighlights the integration of communication strategies with event

objectives to ensure impactful outcomes Includes instructor friendly resources and assignments that are ideal for academic settings Strategic Communication in Event Planning for Corporations Nonprofits and Individuals is an ideal textbook for undergraduate and graduate courses in event planning hospitality and communication and a valuable reference for professional event planners nonprofit organizers and consultants wanting to enhance their strategic communication skills

**The Challenge of Protecting Mass Gatherings in a Post 9/11 World** United States. Congress. House. Committee on Homeland Security, 2008 [The Meeting Professional](#) , 2005-07 **The Event Planning Toolkit** Linda Joyce Jones, 2020-11-12 The Event Planning Toolkit will help you rise to the occasion to plan and execute extraordinary meetings and events by getting organized reducing time wasting mistakes and inspiring creativity The Event Planning Toolkit provides the information you need to prepare and execute each aspect of your event with precision and enjoy the big day with less stress and fewer unpleasant surprises It provides the assistance you need to make your event a real hit Many people find the thought of planning an event to be an intimidating prospect They think they re not organized enough or they don t have the experience required to pull it off But whatever the occasion the path to success is straightforward it s a matter of thinking through the details and using a proven strategy to create an action plan and execute that plan on time and on budget In this book you will not only learn how to manage your scope time and resources but also identify goals create a budget find the right venue assemble an effective team and much more Use The Event Planning Toolkit to uncover some juicy nuggets of information that you can apply to your next event and give you the courage and confidence take on any new project or assignment that comes your way **Event Planning Business Plan Template** Molly Elodie Rose, 2020-02-24 This business book is different Unlike every other book you ll read with titles like How To Craft The Perfect Business Plan in 89 Incredibly Simple Steps this book is different It s a simple How To guide for creating a Business Plan that s right for you and your business and also an easy to follow workbook The workbook will guide you through the process you need to follow It tells you the questions that you need to consider the numbers you need and how to get them and supporting documents you need to gather The main purpose of a business plan is to aid YOU in running YOUR business So the workbook has been designed for you to write the information in and refer back to as needed If you need to supply your Business Plan to another party such as a bank if you re looking for finance then it s simple to type up the various sections for a professional document Running your own business is both a challenging and daunting prospect With a well thought out business plan in place anticipating the challenges you ll face AND the solutions it will be much less daunting and much more exciting Good luck Molly **Youth Sportdirector Guide** Rainer Martens, 1995 This text is designed to aid sport administrators develop a sound programme philosophy and compatible policies It also contains forms and checklists to help with organizational skills A software supplement is also available to accompany the text allowing the user to produce save and print customized forms *Festival and Special Event Management* Johnny Allen, William O'Toole, Robert Harris, Ian McDonnell, 2008-01-02 Festivals and special

events have grown into a massive industry worldwide generating billions of dollars for regional centers states and countries

*Festival and Special Event Management* provides a comprehensive overview of the theory and procedures essential to managing festivals and special events Australian authors     *Reference Guide to Continuous Improvement Planning* Debra Varbel,1998     **The Non-Obvious Guide to Event Planning 2nd Edition** Andrea Driessen,2022-09 Let s face it Most events are boring But they don t have to be This highly actionable fast reading guide is chock full of unconventional unborifying tools ideas and strategies to help you design more captivating and unmissable events for less money and in less time Whether a veteran newbie or accidental event planner you ll learn fresh strategies to smartly select speakers manage logistics set a content road map as well as plan and execute rave worthy events of all types Inspired by decades of delivering everything from large scale corporate events to multiple TEDx gatherings this fun practical book will transform how you plan your next event no matter how large or small Any event can become irresistibly engaging This book will show you how SALLY HOGSHEAD New York Times bestselling author and CEO of How to Fascinate Fun creative and pragmatic insights on the why and how of strategic event design LORIE THOMAS Certified Meeting Professional Certified Meeting Manager Executive at SHWorldwide Events in Seattle WA The tips and tools in this guide will make any event more impactful and engaging BRIGETTE GROSS Corporate Events Manager A sampling of what you ll learn in this guide Why are some events memorable while others are forgotten immediately How can you conquer distraction and truly engage participants What does it really take to uncover the most inspiring speakers negotiate their participation and create a memorable event What do TED Talks teach us about events How can your events be more innovative How can you handle logistics like a pro and manage unrealistic timelines implausible goals and results hungry stakeholders What if attendees remember nothing It s highly probable unless you do something different How can you think outside the slide BONUS This guide also gives readers quick and easy access to robust online resources including a reusable Content Map videos and planning templates that streamline and simplify event planning     The Wisconsin Environmental Education Board ... Grant Recipients Wisconsin Environmental Education Board,2007     Bank Systems Management Kent S. Belasco,1998     *Mastering the Art of Event Planning* ARTURO. NIEVE,2025-03-09 Master the Art of Event Planning A Complete Guide is an essential resource for anyone looking to enter the exciting world of event planning Written by Arturo Nieve an industry expert with extensive experience in organizing events of all sizes this book offers a detailed overview of every aspect of event planning from conceptualization to execution and post event evaluation The book begins with an introduction to event planning including the importance of understanding your audience and setting clear objectives From there it delves into the practical details of event planning such as budgeting selecting the right venue coordinating vendors and staff and managing event day logistics But this book goes beyond the logistical aspects of event planning It also covers topics such as event marketing and promotion post event evaluation sustainability in event planning navigating challenges in event planning and integrating technology into event

planning Additionally it includes a section on legal and ethical considerations providing a comprehensive view of all aspects of the industry In addition to offering a step by step guide this book also includes a variety of templates and practical examples to help you apply what you ve learned From budget templates to sample event planning timelines these practical resources will help you organize your ideas and plan your events more efficiently Whether you re planning your first event or you re an industry expert looking for new ideas and strategies Master the Art of Event Planning A Complete Guide is a must read With its practical and detailed approach this book will provide you with the tools and confidence you need to create unforgettable events

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