Event Planning - A Step by Step Guide

8 weeks before

request inclusion in Venturer program via Unit Council.

6 weeks before

• Complete the Planning an Event Form# - completing this document will help you with the E1 and your running of the event on the day.

5 weeks before

- Download the E1 template and using the details from the Planning an Event Form prepare the E1.
- Refer to Venturer Resources page for Information about the E1.
- See your event mentor for advice on completing the E1 as required.

4 weeks before

- E1 and Planning an Event Form sent to VSL.
- E1 adjusted as required by VSL.
- Promote event to Venturers. Ensure E1 is uploaded to website.

3 weeks before

- Work through your Planning Your Event Form and organise any resources that are needed. Ensure any required bookings are made.
- Ensure those that have been allocated a responsibilty are able to complete their alloted task. Assist as required.

2 weeks before

- E1s are due back.
- Prepare a participant list for VSL and Emergency Contact as required.

on day

- Coordinate the running of the event on the day.
- Ensure you have all the resources that are needed.
- Ensure that those allocated a responsibilty carry out their role.

after event

- Put away gear and thank anyone that has helped.
- As required (Part 3 of E1) as soon as possible after return and prior to rescue time, advise VSL and Emergency Contact that all participants have returned safely.
- File a copy of event resources, forms etc. for future use.

Refer to Venturer Resources Page for copies of forms, and other resources that will assist you in planning your event.