

Day-of-Event Action Plan



This is the day everyone been waiting for! Having a detailed plan for your committee and volunteers will help you to have a smooth, successful event. Below, you will find a list of general responsibilities that are often needed on the day of the event. Use this worksheet to have a conversation with your planning team and to develop your own day-of-event action plan. This will help to ensure that all tasks are assigned; people know where to go and when to be there; and that no one is expected to be in more than one place at the same time!

| PRE-EVENT | PERSON RESPONSIBLE | TIME | COMPLETE |
|--|--------------------|------|--------------------------|
| Facilitate rehearsals or event run-throughs | | | <input type="checkbox"/> |
| Ensure all signage and decorations are in place | | | <input type="checkbox"/> |
| Check-in and direct volunteers | | | <input type="checkbox"/> |
| Check-in and direct vendors or groups | | | <input type="checkbox"/> |
| Work with facility staff to check tech and equipment | | | <input type="checkbox"/> |
| Go over final expectations and event information | | | <input type="checkbox"/> |
| DURING EVENT | PERSON RESPONSIBLE | TIME | COMPLETE |
| Greet and check in guests; hand out programs | | | <input type="checkbox"/> |
| Greet, host, and escort VIP guests; hand out programs | | | <input type="checkbox"/> |
| Follow event timeline; direct speakers/performers accordingly | | | <input type="checkbox"/> |
| Facilitate communication among all event leads | | | <input type="checkbox"/> |
| Respond to questions from guests, vendors, media, etc. | | | <input type="checkbox"/> |
| Take photos or videos of the event | | | <input type="checkbox"/> |
| POST-EVENT | PERSON RESPONSIBLE | TIME | COMPLETE |
| Distribute and collect event | | | <input type="checkbox"/> |
| Thank attendees for coming to event | | | <input type="checkbox"/> |
| Check-out and thank volunteers when their work is complete | | | <input type="checkbox"/> |
| Oversee event clean-up and ensure no items are left in event space | | | <input type="checkbox"/> |
| Thank caterer and facility staff for assistance | | | <input type="checkbox"/> |
| Store excess supplies and event materials for future use | | | <input type="checkbox"/> |