

## LESSON 2

# EVENT PLANNING 102

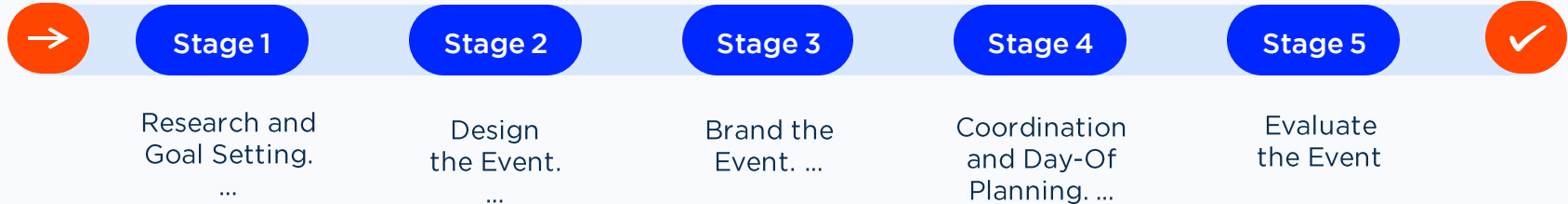
How to Plan Events



# EVENT PLANNING 102

## How to Plan Events

### Steps to Planning an Event (5 Stages)



## LESSON 1

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How to Plan Events



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### Redfin 01.10.20

Time	What	Where	Who	Notes
9:00 AM-3:00 PM	Huddle ATLUTD Meeting- BEO 11211	Harrah's South	Jamette-Kayla and Nelly	
9:00 AM-11:00 AM	Huddle ATLUTD Meeting- Pastries BEO 11675	Harrah's South	Jamette-Kayla and Nelly	
12:00 PM-2:00 PM	Huddle ATLUTD Meeting- Boxed Lunch BEO 11676	Harrah's South	Jamette-Kayla and Nelly	
12:00 PM	Manager and Supervisor Preshift	Concessions Office	Daniel and Gia	
12:00 PM	Redfin bottled water drop- BEO 11814	Aux Locker Room 1 & 2	Reginald	
12:00 PM	Redfin bottled and soda water drop BEO11815	Visitor's Locker Room 1 & 2	Reginald	
2:00 PM	Team Member check-in	Loading Dock	<b>Servers</b> -Daniel, Erika Felder <b>Bartenders</b> - Reginald, Laura <b>Runners</b> - Maya and Mercedes	Team members will check-in and will be assigned to a position and location and given a wristband colored by location. (playing field- <b>Green</b> , Delta Club- <b>blue</b> , MB Club- <b>Orange</b> ) Bartenders will receive bar kits
2:30 PM	Server Staff Meal	Levy A2	Justin and Maya	CFA will be available for team members

Day of Event  
Run of SHOW -  
SAMPLE

# EVENT PLANNING 102

## How to Plan Events

1

Your event's objectives and key performance indicators (KPIs)



2

A summary of the event budget



3

Any important insights garnered from hosting the event



4

Recommendations for future events



5

Feedback from stakeholders





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## QUIZ 2