

Red = Immediate Action required **Yellow** = Action Follow Up **Green** = Action confirmed and completed

Planning Element	Processor	Red		Yellow		Green		Comments
		Earliest date	Latest date	Earliest date	Latest date	Earliest date	Latest date	
Concept /Event Design								
Form Committee								
Produce Planning Schedule								
Research And Set Date								
Open Bank Account								
Firm Concept/Theme								
Find Venue Location-Book								
Establish Funds								
Establish Permissions needed								
Check legal obligations								
Organisational Team								
Liase Attractions/other events								
Establish who does what								
Get Date into Events Lists								
Start Permissions Process								
Draft Budget								
Insurance-organise/quotes								
Develop Marketing Plan								
Start Booking Artists/others								
Sponsorship								
Develop PR/Media Plan								
Web Site								
Chase Permissions								
Apply for Funding								
Apply for Signage								

Planning Element	Processor	Red Earliest date	Red Latest date	Yellow Earliest date	Yellow Latest date	Green Earliest date	Green Latest date	Comments
Finalise Budget								
Finalise Marketing/PR plan								
Finalise Sponsor Funding								
Develop Operations Plan								
Contingency-Risk assessment								
Health /Safety/Security								
Transport control								
Emergency plan								
Emergency Services								
Confirmation Bookings-artists								
Marketing/Full PR								
Weather								
Operational Plan								
Venue								
Services/Facilities								
Entertainment/Media								
Staff/Training								
Dealing with Visitors								
Catering/Merchandising								
Administration								
Contingencies								
Evaluation-Finalise Accounts								
Set Date for Next Event								
Feedback to Sponsors/Funders								
Final PR								
Staff De-brief/Thank you								