**Open Week Event Planner**

**Event Name:**

**Date:**

**Venue:**

**Run By:**

## **Purpose**

The purpose of this event is to…

## **Target Audience**

|  |
| --- |
|  |
|  |
|  |

# **People Involved**

|  |  |  |
| --- | --- | --- |
| **Leader** | **Role** | **Helpers** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# **Budget**

|  |  |
| --- | --- |
| Budgeted Expenses | $ |

# **Measures of Success - Attendance**

|  |  |
| --- | --- |
| **Estimated Number of Attendees** |  |
| **Estimated Number of Target Audience** |  |

# **Measures of Success - Pathway**

|  |  |
| --- | --- |
| **Next Step for Target Audience** |  |
| **Estimated Number take Next Step** |  |

# **Event Program**

|  |  |
| --- | --- |
| **Activity** | **Person Responsible** |
|  |  |
|  |  |
|  |  |

# **Event Feedback**

|  |  |
| --- | --- |
| **Method** | **Person Responsible** |
|  |  |

# 

# **Risk Management**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hazard | Likelihood | Consequence | Risk Rating | Action Plan |
|  | Almost certain  Likely  Possible  Unlikely  Rare | Catastrophic  Major  Moderate  Minor  Insignificant | Extreme  High  Moderate  Low |  |
|  | Almost certain  Likely  Possible  Unlikely  Rare | Catastrophic  Major  Moderate  Minor  Insignificant | Extreme  High  Moderate  Low |  |
|  | Almost certain  Likely  Possible  Unlikely  Rare | Catastrophic  Major  Moderate  Minor  Insignificant | Extreme  High  Moderate  Low |  |
|  | Almost certain  Likely  Possible  Unlikely  Rare | Catastrophic  Major  Moderate  Minor  Insignificant | Extreme  High  Moderate  Low |  |

|  |  |
| --- | --- |
| Suitability of Space | * Yes * No |

# **Reviewed By**

|  |  |
| --- | --- |
| Name: | Date: |

# **Approved By**

|  |  |
| --- | --- |
| Name: | Date: |