**Event Operations Plan Template**

**1. Event Overview**

* **Event Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Event Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Event Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Event Theme:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Expected Number of Attendees:** \_\_\_\_\_\_\_\_\_\_\_\_

**2. Team Roles & Responsibilities**

| **Role** | **Name** | **Contact Information** |
| --- | --- | --- |
| Event Coordinator | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Volunteer Coordinator | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Logistics Coordinator | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Vendor Manager | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**3. Timeline & Key Milestones**

| **Timeframe** | **Task** |
| --- | --- |
| 3 Months Before | Confirm venue booking, identify vendors |
| 2 Months Before | Finalize agenda, confirm speakers |
| 1 Month Before | Send invitations, confirm catering and logistics |
| 1 Week Before | Final checks (equipment, materials), team briefing |
| Day of Event | Setup, coordination, problem-solving |
| Post-Event | Collect feedback, finalize vendor payments |

**4. Logistics Checklist**

* Venue booking confirmation
* Catering confirmed
* Audio/Visual setup and testing
* Printing materials (programs, name badges, signage)
* Transportation coordination for speakers/VIPs
* Registration desk setup
* Emergency kit prepared
* Staff/volunteer schedule confirmed

**5. Communication Plan**

* **Internal Team Updates:** Weekly email summaries and WhatsApp group
* **Vendor Communication:** Individual emails and final confirmation call 1 week before event
* **Attendee Updates:** Reminder email 3 days before event, SMS alert on the event day

**6. Contingency Plan**

| **Potential Risk** | **Mitigation Plan** |
| --- | --- |
| Bad Weather | Reserve indoor backup venue |
| Technical Failures | Onsite IT support + backup equipment |
| Catering Delay | Arrange backup snacks and drinks |
| Staff Absence | Identify backups/substitutes from volunteers |

 **7. Budget Summary (Optional)**

| **Item** | **Estimated Cost** |
| --- | --- |
| Venue Rental | \_\_\_\_\_\_\_\_\_\_ |
| Catering | \_\_\_\_\_\_\_\_\_\_ |
| Printing & Materials | \_\_\_\_\_\_\_\_\_\_ |
| A/V Equipment Rental | \_\_\_\_\_\_\_\_\_\_ |
| Decorations | \_\_\_\_\_\_\_\_\_\_ |
| Miscellaneous | \_\_\_\_\_\_\_\_\_\_ |

**8. Day-Of Run Sheet**

| **Time** | **Activity** |
| --- | --- |
| 07:00 AM | Venue setup begins |
| 08:30 AM | Registration opens |
| 09:00 AM | Welcome speech & kickoff |
| 10:00 AM | First panel discussion |
| 12:30 PM | Lunch break |
| 02:00 PM | Workshops and breakout sessions |
| 04:30 PM | Closing remarks |
| 05:00 PM | Event ends and wrap-up |