**WOHAA Event Planning Template**

**1. Event Overview**

|  |  |
| --- | --- |
| Section | Details |
| Event Name | [Insert event name] |
| Event Date & Time | [Insert date and start/end times] |
| Location | [Insert location – e.g., school hall, public park] |
| Event Description | [Briefly describe the event, e.g., a bake sale, talent show, car wash] |
| Target Audience | [Who is this event for? E.g., students, teachers, local community, parents] |
| Fundraising Goal | [Insert monetary target or other goal, e.g., £500 for Wings of Hope] |

**2. Event Team**

|  |  |  |
| --- | --- | --- |
| Role | Name(s) | Responsibilities |
| Team Leader | [Insert name] | Oversees event planning, ensures deadlines are met. |
| Logistics Coordinator | [Insert name] | Secures venue, manages equipment/supplies. |
| Marketing Lead | [Insert name] | Promotes the event via posters, social media, etc. |
| Finance Manager | [Insert name] | Tracks funds raised, ensures proper handling and reporting. |
| Safeguarding Liaison | [Insert name] | Ensures safety protocols are followed, liaises with teacher/mentor. |

**3. Risk Assessment**

|  |  |  |
| --- | --- | --- |
| Hazard | Risk | Control Measures |
| [e.g., trip hazards from wires] | [E.g., minor injuries] | [E.g., Tape wires down, keep walkways clear.] |
| [e.g., public interaction] | [E.g., Safeguarding concerns] | [E.g., Adult supervision, use designated areas.] |
| [Add more rows as needed] |  |  |

**4. Safeguarding**

* **First Aid**: Confirm that a First Aider will be available at the event if at school/ be aware of nearest first aid kit
* **Emergency Contacts**: Collect emergency contact details for all team members, volunteers and participants.
* **Special Requirements**: Ensure all attendees with additional needs are supported (e.g., accessibility, dietary restrictions).
* **Permission Slips**: For under-18 participants, ensure parental consent forms are signed where necessary (this includes photo permission).

**5. Budget**

|  |  |  |
| --- | --- | --- |
| Item | Estimated Cost | Actual Cost |
| [E.g., venue hire] | £[Insert amount] | £[Insert actual amount] |
| [E.g., decorations] | £[Insert amount] | £[Insert actual amount] |
| [E.g., printing flyers] | £[Insert amount] | £[Insert actual amount] |
| Total | £[Total estimate] | £[Total actual] |

**6. Marketing Plan**

|  |  |
| --- | --- |
| Method | Details |
| Posters | [Where will posters be placed? E.g., school noticeboards, local shops] |
| Social Media | [Which platforms will you use? E.g., Instagram, Facebook] |
| Announcements | [Will there be announcements during assemblies or other events?] |
| Word of Mouth | [How will team members spread the word informally?] |

**7. Event Logistics**

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Deadline | Person Responsible | Status |
| Secure venue | [Insert date] | [Insert name] | [Complete/In Progress] |
| Create promotional materials | [Insert date] | [Insert name] | [Complete/In Progress] |
| Set up on event day | [Insert date and time] | [Insert name(s)] | [Complete/In Progress] |
| Clean up after event | [Insert date and time] | [Insert name(s)] | [Complete/In Progress] |

**8. Post-Event Review**

|  |  |
| --- | --- |
| Criteria | Feedback |
| What went well? | [E.g., Strong attendance, smooth logistics] |
| What could be improved? | [E.g., Start promotion earlier, better budget tracking] |
| Funds raised | £[Insert total amount] |
| Lessons learned | [Insert key takeaways for future events] |