

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]