

Charity Event Planning

There are many different activities and virtual events currently taking place virtually to help us raise money and awareness for different charities and organisations during the current lockdown.

So for today's Project Management task, we wanted you to imagine you were organising your own charity event (after social distancing rules are lifted.) This could be a disco, a competition, a street party, a show... it's up to you!

What we would like you to do is plan out the event, cost it up, and create a guest list, invitations and posters for your event.

Don't forget to include information about what you are raising money or awareness for.

Also remember that you type of event you plan might raise very different amounts of money or awareness.

Imagine you have a budget of £1000 and four hours on a Saturday for your event to take place (you can choose what time of day it would be). We have provided a price list and checklist of what you need to do below.

Remember whilst this is all currently in our imagination, there's nothing to stop you using your new project management skills to organise an event after lockdown finishes!

To do:

- Pick a charity/ cause
- What kind of event?
- When and where will it take place? (Date/ Time/ Location)
- Write a guest list
- Plan out the budget for your event/ decide on a ticket cost
- Produce invitations/ posters for the event
- Create a 'schedule' for what will happen at the event
- Give details about how you will raise money/ awareness during event.

As always, make sure you share your work with us by posting online and tagging us in @pieuksocial. Try and posters or invitations to your event, or event an overview of your costings!

Schedule for event

<u>Time</u>	<u>Activities for guests</u>	<u>What needs doing by staff</u>
Before event		
Hour 1		
Hour 2		
Hour 3		
Hour 4		
After the event		

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