



# Event Management

## Planning your events

Planning is about deciding what kind of event your club wants. There are a number of areas to cover when you are planning and event:

- What kind of event your club wants to have and how it might work
- What needs to happen before, during and after the event?
- What will you need (people, equipment, facilities)?
- Work out costs - do you have a budget for your event?
- Organise sponsors, spot prizes and giveaways

Click [here](#) for Boccia New Zealand's Competition Manual.

Click [here](#) for Boccia New Zealand's Risk Management plan.

## Pre-Event

This part of the process is the 'doing'. Ensure you:

- Make the necessary bookings (venue hire, equipment etc.)
- Confirm all bookings and arrangements
- Confirm and allocate volunteers - it is a good idea to recruit members from your club so everyone is involved and knows what their job is

## Marketing and promotion

Promote the event through posters, website and social media. Another useful site to list your event is on [Eventfinder](#) which is a central database that many organisations use for details.

## Event preparation

On the day of your event remember to:

- Arrive in plenty of time to setup
- Advise people if there is a change of plan
- Ensure all volunteers are briefed before the event starts
- Explain any procedures in case of an emergency
- Ensure everyone has a good time – people will only return next time if they enjoy themselves

## Evaluation

Get together and review what worked well and what can be improved for next time. Don't forget to thank everyone for their efforts.

- What were the successes?
- How could it be improved?
- Did the event achieve its goal?

Click [here](#) for more information about managing events.