

Event planning process

6/5 weeks before event date

1. 'Start planning my event form' - online to scope your event with fellow committee members
2. Fill in the budget sheet and save a copy
3. Fill out the online form and submit to AFA HQ for review attached with the budget sheet

Pre event activity

- Review and confirm event invite for sending from AFA Event Manager via email
- Share and market this event through your network and AFA social media channels
- Registration reports will be emailed weekly
- Check in and inform AFA Event Manager of event changes/updates ASAP!
- 2 days out - 'Look forward to seeing you' email to be sent by AFA Events Manager
- Final registration list to be emailed when registration closes to Committee event organiser
- Committee event organiser to arrange badges (if required)

On the day activity

- Committee event organiser to host the day - welcome all attendees and MC the event
- AFA Event Manager to send online feedback form if required (paper feedback forms can be downloaded, if that is your preference)

Post event

- Final version of the event budget with all receipts to be emailed to the AFA Event Manager with profit/loss marked for finance's attention
- Feedback collated by AFA Event Manager and actioned



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