

5 PUTTING IT ALL TOGETHER

Once you have a documented event plan and have been through the process of drawing a site plan, you should be now armed with enough information to break your event up into manageable areas. Here is a list of headings that should cover almost every aspect of your event:

- Financial Management / Budgets
- Sponsorship / Funding
- Site Management / layout
- Equipment Hire
- Equipment Purchases / Building
- Personnel / Staff / Volunteers
- Venue
- Ticketing
- Transport / Parking
- Accommodation
- Entertainment
- Power Supply
- Sound / Lighting
- Health and Safety
- Risk Management
- Marketing / Advertising
- Signage
- Security / Passes
- Catering
- Stallholders
- Road Management
- Guests' Information
- Decorations / Costumes
- Competitions / Entry / Competitor Liaison / Prizes
- Permits
- First Aid
- Emergency Services Liaison
- Social
- Sustainability Measures / Refuse Waste
- Research

If you require assistance in finding suppliers, contact HB Inc if the yellow pages do not provide you with the required suppliers.

5.1 Allocation of Responsibilities

This is a critical process for the Event Manager. Having an understanding of how and what each group is doing, will allow him or her to guide everyone in the same direction without duplication or conflict of purpose. Develop a critical path, see the template below.

Critical Path Template – “Your Event Name Here”

Task	Company / Organisation	Description	Completion Date	Completed
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>



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- When putting together your organising committee or board, draw up a list of the skills that will be required to put your event together. People with these skills are the ones you should target, and go for the very best in every category.
- The careful structuring of your committee at this time will pay off further down the track. Your organising group should only be as big as it needs to be to cover the skills required. There is plenty of opportunity for other people to be involved in sub committee or in assisting on the day or lead up to your event. Keep it tight.
- Sub committees are a useful tool in getting specific areas of your event up and running without overworking your management committee. This also allows you to broaden your volunteer base and pull in other people with specific skills.



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