Project Plan

Name of organisation - Name of event

# Planned project

Use the table below to outline how you plan to deliver your festival or event; the main risks associated with delivering the festival or event; and a summary of how you plan to promote your festival or event.

**Planning** for example, a list of activities and tasks involved in coordinating your festival or event and when each will be completed.

**Risk** for example, hygiene measures, staff/volunteer management measures, event readiness, and how you plan to mitigate them.

**Communication** for example, list the tools and resources you’ll use (i.e. Facebook posts, newspapers, newsletters, media release, etc), and how and when you will use them to generate community interest or media coverage.

| Activities / Risks / Communication Type | Tasks / Mitigation / Detail | Timing |
| --- | --- | --- |
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