

Event Planning: 12 steps to success

Here's SNAP's 12 steps to help ensure your event a success. Please ensure you have also read our Fundraising Guidelines Sheets as all charity fundraising is regulated by law. Don't forget to let SNAP's Fundraising Team know what you are planning to do so that we can offer support, provide fundrasising support materials and help spread awareness of your event on our social media.



Think about the event that you are planning, and the outcomes that you hope to have. Imagine everyone that will be involved and begin to formulate plans.

Begin to write all the ideas that come to mind.

Allow yourself the opportunity to see the best possible outcome for the event.



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After you have written down all of your ideas go through your list again and select the best ideas.

With each idea that you have written begin to formulate a plan to see that each idea comes to life. Do research, read books, go online, talk to people and get all of the information necessary to make it happen.



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Consider making a story board. Cut out photos, words that give a visual of what the outcome is that you expect.

Prepare a budget.

Determine the perspective cost of your event. Take into account cost of venue, marketing, refreshments, equipment hire, every last cost should be added!



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Do a timeline and working with the items that require the most time first and so forth.

Order or shop for all items needed for the event. Make sure all your event advertising is in place.



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Having a check list is important. Make a check list that can work with your time line. List all items and check them off as you accomplish them.

A couple of days before the event double check to make sure that everything is on target.

Ensure everything you need for the day is in place including your help for the event!



11

Get to the event a few hours earlier than the expected start time. Make sure that everything is set up and in place.

Greet your guests. Ensure the event runs smoothly throughout its course, and don't forget to evaluate the event by canvassing guests for their opinions.

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Special Needs And Parents Ltd

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