

– ONE DAY WORKHOP or MEETING

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- INFRASTRUCTURE

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	1	Video camera		
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	Live streaming	μ		
		Video		
	Video	μ	μ internet	Virtual
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		μ	μ	Virtual
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		μ		
		μ	μ DVD	
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EVENT CHECK LIST

The idea:

			yes	no
Test your idea				
Strengths, Weaknesses, Threats (SWOT analysis)				
Check local history/ anniversaries				
Tell Project Manager and Tourism or Arts officers about your event				
Possibility of working with partners?? (NGOs, Tour Agents, Folk art enterprises, etc)				
Set objectives				

Planning and Timing:

			yes	no
Event plan				
Organiser's manual				
Check with Project Manager the planning diary				
Time event for right season				
Schedules				

The Team:

			yes	no
Set up management group				
Strong leadership				
Team roles				
Volunteers				
Contact lists				
Engage Mass Media				

The venue (place):

			yes	no
Site plan				
Contact District/ City Council				
Contact cross-border Councils				
Local bye-laws/customs				
Contact Project Manager				
Bad weather contingency				

Funding:

			yes	no
Budget				
Donors / Sponsors				
Concessions				
VAT				
Cash flow chart				
Money-handling procedures				

Licenses:

			yes	no
Estimate visitors numbers				
Contact licensing officer				
Personal license (for bar...)				
Late night license				
Timing and noise levels				

Health and safety:

			yes	no
Contact health and safety officer				
Fire Precautions- Engage professional fireworks organizer				
Accident/incident reporting				
Emergency procedure				
Disabled access/emergency access				
Child safety procedure				
Free Water				
Electrical/gas safety				
Food hygiene				
Environmental health				
Safety checklist				

Risk Management:

			yes	no
Security (day/overnight??)				
Police				
Barriers				
Good lighting				
Lost children, etc				
Risk assessments				

Inclusion:

			yes	no
Accessibility				
Diverse cultures / faiths				
Children and young people				
Older and disabled persons				

Environment:

			yes	no
Recycling				
Recyclable containers for food / drink				
Alternative transport options				
Fair trade food / drink				
Local/ seasonal food/drink				

Atmosphere:

			yes	no
Music				
Singing/ dancing				
Funfair/ attractions				
Performers				
Catering				
Local food receipts (local cooks)		videotape		
Local arts (manufactures)		videotape		

Infrastructure and Transport:

			yes	no
Stages				
Bars / Cafes				
Sound/lighting systems				
Toilets				
Seating				
Passes				
Road closures				
Special access for VIP, Sponsors & Mass Media journalists/ Hospitality & Parking				
Parking				
Road Signs				
Bus-Train Companies				
Communication System – Mobile phones				
Volunteer stewards				

Booking system (if the event is not open-free):

			yes	no
Box office				
Tickets				
Floats (money)				
Head count (clickers)				

Marketing and Communication:

			yes	no
Marketing strategy				
Project ““Anterpreoriatul in Mediul Rural” branding				
Dissemination material Poster/Leaflets/ banners (<i>could be the same as developed for one day Workshop</i>)				
Distribution				
Tourism websites				
Project website (<i>event promotion</i>)				
Leaflet given to neighbors				
Press Contacts				
Press releases				
VIP invitations				
Photos/Video				
Program ‘Free TV offering Free TV shows’ http://www.allvoices.com/contributed-news/6580614-project-free-tv-watch-videos-for-free				

After the event:

			yes	no
Return site to good shape				
Litter collection				
Rubbish disposal				
Banners/posters removal				
Thank yous				
Evaluation				
Funder’s – Sponsor’s – VIPs- report and info about their presence participation in the project site event promotion				
Video Event upload to project site				
Data Entry				
Web search for links				