Agenda Template

DAY 1 - DATE

Time	Duration	Activity	Intent/Action	Presenter / Facilitator	Location	NOTES

DAY 2 - DATE

Time	Duration	Activity	Intent	Presenter/Facilitator	Location	NOTES

Contingency Plan Template

1. Event Details:

- Event Name: [Insert Event Name]
- Date & Time: [Insert Date & Time]
- Location: [Insert Location]
- Event Coordinator: [Name & Contact]
- Key Stakeholders: [List of Organizers, Sponsors, Vendors]

2. Risk Assessment:

- Identify potential risks (e.g., weather, technical failures, security threats, health emergencies).
- Risk likelihood and impact assessment (High, Medium, Low).
- Risk mitigation strategies.

3. Emergency Contact Information:

- Local emergency services (Police, Fire, Medical): [Contact Numbers]
- On-site security: [Contact Numbers]
- Venue Management: [Contact Numbers]
- First Aid/Medical Team: [Contact Numbers]
- Event Staff Contacts: [List and Contact Numbers]

4. Contingency Plan Scenarios:

A. Weather-Related Disruptions

- Alternative indoor venue or tenting options.
- Weather monitoring plan.
- Communication plan for attendees and staff.

B. Technical Failures

- Backup power sources (generators, batteries).
- Alternative AV equipment.
- IT support on standby.

C. Security Threats

- Evacuation procedures.
- Coordination with local law enforcement.
- Security screening protocols.

D. Health Emergencies

- First aid station locations.
- Trained medical personnel on-site.
- Emergency transport arrangements.

E. Vendor or Supplier Issues

- Backup vendors identified.
- On-site troubleshooting teams.
- Alternative catering or supply solutions.

5. Communication Plan:

- Methods of communication (e.g., PA system, SMS alerts, emails, social media updates).
- Point of contact for crisis communication.
- Media handling strategy.

6. Roles & Responsibilities:

- Assign key personnel for emergency response.
- Define clear roles for staff and volunteers.
- Ensure all team members have contingency plan training.

7. Recovery & Post-Event Review:

- Procedures for returning to normal operations.
- Incident reporting and documentation.
- Post-event debrief and lessons learned.
- Plan revisions for future events.

8. Additional Notes & Attachments:

- Venue maps.
- Evacuation routes.
- Supplier contracts.
- Insurance details.

This contingency plan should be reviewed and updated regularly to ensure effectiveness. All staff and stakeholders should be familiar with the procedures outlined above.

Event Script (Version 1)

Project: Name
Project Date: dd/mm/yy

CUE	SPEAKER	ACTION / SPEECH	
Brief Description	Speakers Initials	LX	
		VMP	
		SND	
Brief Description	Speakers Initials	LX	
		VMP	
		SND	
Brief Description	Speakers Initials	LX	
		VMP	
		SND	
Brief Description	Speakers Initials	LX	
		VMP	
		SND	

Brief Description	Speakers Initials	LX	
		VMP	
		SND	

Show Flow Template

Event Name / Date
Plenary Set-Up
Stage Set-Up

Notes

KEY	
Break	Panel/Discussion
VOG Announcement	Audience Q&A
Video	

WHITEWALL

TIME	DUR.	EVENT/TITLE	SPEAKER	VISUALS (Projection, PowerPoint, Video)	SOUND (Stings, Background Music, Mics)	LIGHTING (Presentation, House Lights)	STAGE REQUIREMENTS/ OTHER NOTES

Event Story Template

(Insert Event name) – Agenda Overview

Theme: (Insert theme/event tagline)

Arrival Tea and Coffee (if applicable):
Timings: (insert timings)
Area: (insert area this will take place)
Format: (networking / formal / casual)

Welcome: (Insert speaker)
Title: (insert title)
Timings: (insert timings)
Synopsis: (insert synopsis / theme of presentation)
Takeaway: (insert what you would like delegates to take away from this presentation)

Session 1: (Insert speaker)
Title: (insert title)
Timings: (insert timings)
Synopsis: (insert synopsis / theme of presentation)
Takeaway (insert what you want the delegates to take away from this presentation)

Session 2: (Insert speaker)
Title: (insert title)
Timings: (insert timings)
Synopsis: (insert synopsis / theme of presentation)
Takeaway (insert what you want the delegates to take away from this presentation)

Lunch (if applicable):
Timings: (insert timings)
Area: (insert area this will take place)
Format: (networking / formal / casual)

Session 3: (Insert speaker)
Title: (insert title)
Timings: (insert timings)
Synopsis: (insert synopsis / theme of presentation)
Takeaway (insert what you want the delegates to take away from this presentation)

Session 4: (Insert speaker)
Title: (insert title)
Timings: (insert timings)
Synopsis: (insert synopsis / theme of presentation)
Takeaway (insert what you want the delegates to take away from this presentation)

Afternoon Tea and Coffee (if applicable):
Timings: (insert timings)
Area: (insert area this will take place)
Format: (networking / formal / casual)

Session 5: (Insert speaker)
Title: (insert title)
Timings: (insert timings)
Synopsis: (insert synopsis / theme of presentation)
Takeaway (insert what you want the delegates to take away from this presentation)

Session 6: (Insert speaker)
Title: (insert title)
Timings: (insert timings)
Synopsis: (insert synopsis / theme of presentation)
Takeaway (insert what you want the delegates to take away from this presentation)

Wrap up: (Insert speaker)
Title: (insert title)
Timings: (insert timings)
Synopsis: (insert synopsis / theme of presentation)
Takeaway (insert what you want the delegates to take away from this conference overall)

Cocktail Reception / Dinner / Drinks (if applicable):
Timings: (insert timings)
Area: (insert area this will take place)
Format: (networking / formal / casual)