

Event Worksheet

Guidelines to Planning and Documenting a Successful Event

Event Date: _____

Event Name: _____

Event Description: _____

Event Location: _____

Event Materials Check List (add your own items)

- | | |
|--|--------------------------------|
| <input type="checkbox"/> Booth | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Tables & chairs | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Blankets & towels | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Hand cleaners | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Food & beverages | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Brochures | <input type="checkbox"/> _____ |

<u>Printed Material:</u>	<u>Qty</u>	<u>Printed by</u>	<u>Cost</u>
Posters	_____	_____	_____
Coupons	_____	_____	_____
Business Cards	_____	_____	_____
Other	_____	_____	_____
Total			_____

<u>Time Line:</u>	<u>Date & Times</u>
Event Date Confirmed:	_____
Event Location Confirmed:	_____
Printed Materials Completed:	_____
Advertising Completed:	_____
Mailing Date:	_____
Press Release Date:	_____
Set Up Preparations:	_____
Set Up Completed:	_____
Event Completed By:	_____

<u>Advertising Source</u>	<u>Date</u>	<u>Cost</u>
Newspaper: _____	_____	_____
Magazine: _____	_____	_____
Internet Sites: _____	_____	_____
Radio: _____	_____	_____
Television: _____	_____	_____
Bulletin Boards: _____	_____	_____
Markets: _____	_____	_____
Local Businesses: _____	_____	_____
Total		_____

Licensing: Do you have the proper licensing required to operate your event?

- Business License
 Practitioner License

<u>Workers Name</u>	<u>Job</u>	<u>Fees</u>	<u>Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total		_____	

Document your Event & Report it to ICR

Take Pictures of your community event and reflexologists working on the public.

Document all your work and write up a report detailing the event, the names of local reflexologists who participated, the group to whom your services were provided, the size of the event, and the response from the community.

Send your report and pictures to ICR for publication. Mail your report to:

I.C.R.
 142 Edmonds Road,
 Glenwood, Durban 4001
 South Africa

<u>Budget Items</u>	<u>Cost</u>
Materials: _____	_____
Advertising: _____	_____
Printing: _____	_____
Mailing: _____	_____
Worker's Fees: _____	_____
Rental Space: _____	_____
Rental Items: _____	_____
Licensing: _____	_____
Travel: _____	_____
Total	_____