PLAN A COMMEMORATIVE EVENT

YEAR 9

EVENT NAME _____

EVENT DATE _____ **TIME** _____

EVENT LOCATION _____

EVENT DESCRIPTION _____

_____

EVENT SCOPE

TARGET AUDIENCE: Who is the target audience?_____

_____

MESSAGING: What message are you trying to send to the audience?

What do you want them to know? _____

_____

OBJECTIVES: What do you hope to achieve at this event? _____

_____

DIGNITARIES: Who will attend your event outside the school?

_____ _____ _____ _____

_____ _____ _____ _____

EVENT RESOURCING

What items will you need?

_____ _____

_____ _____

_____ _____

_____ _____

Who else will assist you on the day?

_____ _____

What else might you need?

_____ _____

_____ _____

EVENT TIME LINE

TIME	ACTIVITY DESCRIPTION