



PACIFIC
Training Solutions

PEOPLE | SKILLS | A STRONGER PACIFIC

*Stronger
People
Brighter
Tomorrows*

PACIFIC TRAINING SOLUTIONS

EVENT PLANNING TOOLKIT

Checklist, budget, run sheet and debrief tool for a smooth event.

A great event runs on a good plan, not luck on the day. Use this toolkit to check off the essentials, budget properly, run the day smoothly, and learn from it afterwards.

1 EVENT CHECKLIST

- ☐ Venue confirmed and booked
- ☐ Catering arranged
- ☐ Guest list and invitations sent
- ☐ Equipment arranged — sound, chairs, tents
- ☐ Marketing and promotion done
- ☐ Staff or volunteers briefed on their roles
- ☐ Weather back-up plan in place
- ☐ Safety and first aid considered



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2 BUDGET TEMPLATE

Item	Estimated Cost (VUV)	Actual Cost (VUV)
Venue		
Catering		
Decorations		
Entertainment / Activities		
Marketing		
Staff / Volunteers		
Equipment Hire		
Contingency		

3 EVENT RUN SHEET

Time	Activity	Who's Responsible

4 EVENT DEBRIEF TOOL

What Worked Well	What We'd Improve Next Time