

# Standard Operating Procedure (SOP): Event Planning and Scheduling Procedures

This SOP details the **event planning and scheduling procedures**, encompassing event concept development, timeline creation, resource allocation, vendor coordination, venue selection, attendee management, risk assessment, budget planning, and post-event evaluation. The goal is to ensure efficient and organized event execution, timely communication, and a seamless experience for all participants and stakeholders.

## 1. Scope

This SOP applies to all personnel involved in organizing, planning, and executing events, regardless of event size or type.

## 2. Responsibilities

- **Event Manager:** Oversee planning, execution, and post-event review.
- **Planning Team:** Assist in concept development, logistics, and vendor management.
- **Finance Coordinator:** Manage budgeting and payments.
- **Communications Lead:** Handle announcements and attendee engagement.

## 3. Procedure

1. **Event Concept Development**
  - Define event objectives and desired outcomes.
  - Identify target audience and key stakeholders.
  - Draft an initial event outline.
2. **Timeline Creation**
  - Create a detailed project plan with milestones and deadlines.
  - Assign roles and responsibilities.
3. **Resource Allocation**
  - Determine human, financial, and material resources needed.
  - Assign team members to specific tasks.
4. **Vendor Coordination**
  - Identify and contact vendors (catering, AV, decorations, etc.).
  - Negotiate contracts and coordinate logistics.
5. **Venue Selection**
  - Research and evaluate suitable venues.
  - Book venue and confirm logistics (capacity, accessibility, services).
6. **Attendee Management**
  - Create registration process (online forms, invitations, etc.).
  - Maintain attendee database and manage communications.
7. **Risk Assessment**
  - Identify potential risks (cancellations, safety, weather, etc.).
  - Develop contingency and emergency response plans.
8. **Budget Planning**
  - Prepare a detailed event budget (venue, vendors, marketing, etc.).
  - Monitor expenses against budget and update as necessary.

9. **Event Execution**

- Conduct pre-event briefings with team and vendors.
- Supervise event setup, execution, and dismantling.

10. **Post-Event Evaluation**

- Collect feedback from attendees and stakeholders.
- Conduct team debrief and document lessons learned.
- Prepare final report and archive event documents.

## 4. Documentation

- Event Planning Checklist
- Venue & Vendor Contracts
- Budget Sheets
- Attendee List
- Risk Assessment Report
- Post-Event Evaluation Form

## 5. References

- Company Event Policy
- Health and Safety Guidelines
- Data Protection Protocols

## 6. Revision History

Version	Date	Description	Author
1.0	2024-06-10	Initial creation	Planning Team