

Organising an educational event – Planning Sheet

Museum Name	Event Title	
		Action & person responsible
Who?	Target Audience	
What?	Idea	
	Theme	
	Link to national event	
	Theme of national event	
Why?	Aim of the event	
Who?	Partners/ other organisations	
When?	Date(s)	
	Time(s)	
Requirements	Staff	
	Volunteers	
	Materials	
	Resources	
	Equipment	
	Parking	
	Lunch space/facilities	
	Any additional room/facilities	
Where?	Situation of event	

Cost	Museum	Staff Facilitators Equipment Materials Resources Marketing In-kind support		
		Total estimated cost of event		
		Estimated Cost to participants		
Refreshment				
Funding				
Marketing	Method/Action	Timescale	Person Responsible	
Evaluation	Method/Action	Timescale	Person Responsible	