Mater Foundation Christmas Breakfast 2018 Event Plan

Event tasks	Monday, 25 September 2017	Monday, 9 October 2017	Monday, 16 October 2017	Monday, 23 October 2017	Monday, 30 October 2017	Monday, 6 November 2017	Monday, 13 November 2017	Monday, 20 November 2017	Monday, 27 November 2017	Monday, 4 December 2017
Select and contract venue										
Confirm look & feel of the event										
Initial Meeting with Comms										
Create Budget										
Christmas Tree Styling										
Request Floral Qoute										
Upload all JIRA Jobs										
Concept Development Due										
Build Ticketing Website	Complete									
Confirm Entertainment	Complete									
Confirm MC - Lesley Ray	Complete									
Confirm Betty McGrath Presentation	Complete									
Confirm Event Cause Theme	Complete									
Confirm Guest Speakers	Complete									
Send Invites to print	Complete									
Web Form Live Date		Complete								
Purchase Centrepieces		Complete								
Send Printed Invites				Complete						
Send EDM Invites				Complete						
Invite to any stagglers EDM					Complete					
Confirm Volunteer needs					Complete					
Confirm AV requirements (inc. entertainment)						Complete				
Confirm Menu								Complete		
Follow up RSVPS								Complete		
Bring List								Complete		
Confirm volunteers								Complete		
Photography Brief								Complete		
Final RSVP Date									Complete	
Send Name Tag Email & Print									Complete	
Final Runsheet									Complete	
Purchase gifts for special guests									Complete	
Purchase Candles of IKEA									Complete	
Confirm bump in schedule with suppliers									Complete	
AV Slides									Complete	
PowerPoint Presentation (images)									Complete	
Speech Notes (MC and Panel + Nigel Harris)									Complete	
Corfirm space for trees with Jackie									Complete	
Event Day Printing									Complete	
Pick up flowers from Mater Florist									Complete	
Get table cloths from Elegant Settings									Complete	
Seating Plan										Complete
Create Pick up Label for ES										Complete
Event Confirmation Email										Complete
Final Numbers/Dietary requirements to BCEC										Complete
Take Event Equipment to BCEC for Bump in										Complete
EVENT DAY										Friday, 8 December 2017
Wrap up										
Event Day reconciliation										
Thank you (MC, Speakers, Sponsors, suppliers)										
Budget finalisation										
Event Feedback points										