Event Management Assignment

Now that you have the basic framework of your community engagement event (the What, Why, When, Where, and Who), you are ready to start managing everything that needs to happen before, during, and after your event in order to meet your event goals.

This week, your assignment will focus on developing a tick tock and outlining what needs to happen before, during, and after your event in order to meet your goals.

Part 1: Develop a tick tock for your event

A tick tock is an outline of what will happen at your event from start to finish. As you develop your tick tock, consider the flow of your event, as well as the time available to you. Your tick tock should follow a natural flow—start with a welcome and intro where you introduce the organization and the goals for the event, conclude with next steps. In terms of time, your event should not be more than 2 hours. You should also account for transition time and buffer time in case something takes longer live.

- As a team, develop a tick tock for your event

Note: You might not have all the data you need in order to finalize your tick tock—and that is okay. This is just a draft of a potential tick tock.

Part 2: Write a checklist to manage your event before, during, and after

As an organizer, you have to adopt strategies and tools to prevent problems that may arise at an event. However, you can only control the controllable, and thus many times you will have to deal with problems during the event itself using adaptive solutions. Creating a checklist is a great way to think through potential problems and solutions.

- As a team, write a checklist to manage your event before, during, and after.

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