

EVENT PLANNING CHECKLIST SAMPLE

This may serve as a helpful checklist as you prepare to plan your event.

Event details	<p>Event name: <i>Green Thumbs: Plant Propagation Through Cuttings</i></p> <p>Date: <i>14 June 2025</i></p> <p>Time: <i>4.30pm to 6.30pm</i></p> <p>Location: <i>ABC Community Garden next to Blk 123, Punggol Field, S822123</i></p> <p>Guest of Honour (if applicable):</p>																				
Event overview	<p>(Brief overview of event, including its purpose and target audience)</p> <p><i>A hands-on workshop to teach participants plant propagation through stem cuttings. Perfect for beginner gardening enthusiasts looking to expand their plant collection sustainably. Target audience is all residents in Punggol.</i></p>																				
Budget	<p>Budget source:</p> <p>Total budget:</p> <p>Allocated breakdown:</p> <table border="1"> <thead> <tr> <th>S/N</th><th>Item</th><th>Unit price</th><th>Quantity</th><th>Total price</th></tr> </thead> <tbody> <tr> <td>1</td><td><i>Secateurs</i></td><td><i>\$2.00</i></td><td><i>15</i></td><td><i>\$30.00</i></td></tr> <tr> <td>2</td><td><i>Refreshments</i></td><td><i>\$50.00</i></td><td><i>1</i></td><td><i>\$50.00</i></td></tr> <tr> <td>3</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S/N	Item	Unit price	Quantity	Total price	1	<i>Secateurs</i>	<i>\$2.00</i>	<i>15</i>	<i>\$30.00</i>	2	<i>Refreshments</i>	<i>\$50.00</i>	<i>1</i>	<i>\$50.00</i>	3				
S/N	Item	Unit price	Quantity	Total price																	
1	<i>Secateurs</i>	<i>\$2.00</i>	<i>15</i>	<i>\$30.00</i>																	
2	<i>Refreshments</i>	<i>\$50.00</i>	<i>1</i>	<i>\$50.00</i>																	
3																					
Publicity	<p>(How will you generate awareness and attract participants)</p> <ul style="list-style-type: none"> <i>Posters on RN notice boards and HDB lift lobbies</i> <i>Posts on ABC RN Facebook page</i> 																				
Collaborators	<p>(indicate list of collaborators you are working with for this event)</p> <ul style="list-style-type: none"> <i>XXX PA</i> <i>Sunshine Place Community Garden</i> <i>Sunshine Way Community Garden</i> 																				
Team	<p>(Team members and their responsibilities; e.g. lead, publicity in-charge, treasurer, etc.)</p> <ul style="list-style-type: none"> <i>Sarah Tan (Lead Facilitator) - Workshop content and instruction</i> <i>James Lee (Assistant) - Materials preparation and participant support</i> <i>Linette Ng (Coordinator) - Registration and logistics management</i> <i>Ahmad Bin Hassan (Support) - Venue setup and refreshments</i> <i>Arjun Khan Surattee (Treasurer) – Budget management</i> 																				
Logistics	<p>Venue: <i>ABC Community Garden next to Blk 123, Punggol Field, and Residents' Corner at Blk 123</i></p> <p>Venue set up requirements:</p>																				

	<ul style="list-style-type: none">• <i>Booking with RN/Town Council</i>• <i>Projector and screen</i>• <i>6 workshop tables</i>• <i>Chairs for 25 participants</i> <p>Equipment and materials:</p> <ul style="list-style-type: none">• <i>Soil</i>• <i>Hand trowel</i>• <i>Worksheets</i>• <i>Presentation slides</i> <p>Refreshments (if applicable):</p> <ul style="list-style-type: none">• <i>Light snacks – 1 packet per person</i>• <i>Packet drinks</i>																								
Programme outline	<table><tr><th>Duration/time</th><th>Programme</th><th>In-charge</th></tr><tr><td><i>10 min</i></td><td><i>Registration</i></td><td></td></tr><tr><td><i>5-10 min</i></td><td><i>Welcome and introduction</i></td><td></td></tr><tr><td><i>30 min</i></td><td><i>Theory of plant propagation</i></td><td></td></tr><tr><td><i>5 min</i></td><td><i>Break</i></td><td></td></tr><tr><td><i>30 min</i></td><td><i>Hands-on session</i></td><td></td></tr><tr><td><i>15 min</i></td><td><i>Q&A</i></td><td></td></tr><tr><td><i>10 min</i></td><td><i>Closing and photo-taking</i></td><td></td></tr></table>	Duration/time	Programme	In-charge	<i>10 min</i>	<i>Registration</i>		<i>5-10 min</i>	<i>Welcome and introduction</i>		<i>30 min</i>	<i>Theory of plant propagation</i>		<i>5 min</i>	<i>Break</i>		<i>30 min</i>	<i>Hands-on session</i>		<i>15 min</i>	<i>Q&A</i>		<i>10 min</i>	<i>Closing and photo-taking</i>	
Duration/time	Programme	In-charge																							
<i>10 min</i>	<i>Registration</i>																								
<i>5-10 min</i>	<i>Welcome and introduction</i>																								
<i>30 min</i>	<i>Theory of plant propagation</i>																								
<i>5 min</i>	<i>Break</i>																								
<i>30 min</i>	<i>Hands-on session</i>																								
<i>15 min</i>	<i>Q&A</i>																								
<i>10 min</i>	<i>Closing and photo-taking</i>																								

EVENT PLANNING TIMELINE SAMPLE

This may serve as a useful guideline when working out your event preparation timeline.

(To adjust as needed)

Time	Task	Person in-charge	Status	Remarks
4-8 weeks before event	Planning <ul style="list-style-type: none"> - Event objectives - Set date and time - Secure venue (if not the garden) - Create budget and obtain approval - Secure availability of Guest of Honour (if applicable) 			
	Programme <ul style="list-style-type: none"> - Develop programme outline - Identify presenters/facilitators for activities (if applicable) - Plan activity/workshop details - Prepare contingency plan (wet weather) 			
	Logistics <ul style="list-style-type: none"> - Create equipment and supplies list - Begin sourcing necessary items - Arrange for any necessary permits 			
	Publicity <ul style="list-style-type: none"> - Create publicity materials, e.g. posters, social media post - Prepare registration form 			
	Volunteers <ul style="list-style-type: none"> - Identify volunteers needed to run specific aspects 			
4 weeks before	Publicity <ul style="list-style-type: none"> - Begin publicity of event, distribute posters, etc. - Open online registration 			
2-4 weeks before	Programme <ul style="list-style-type: none"> - Confirm facilitators and activity/workshop details - Final schedule of activities 			
	Logistics <ul style="list-style-type: none"> - Arrange for refreshments (if applicable) 			

	<ul style="list-style-type: none"> - Plan for waste management (if applicable) 			
	Publicity <ul style="list-style-type: none"> - Increase social media promotion if needed 			
1-2 weeks before	Publicity <ul style="list-style-type: none"> - Send email/WhatsApp reminders to registered participants 			
	Logistics <ul style="list-style-type: none"> - Print signages, etc. - Prepare name tags (if needed) - Conduct venue walk-through - Ensure all event logistics are ready 			
Day before	Set up <ul style="list-style-type: none"> - Set up venue - Test any equipment - Prepare registration materials (e.g. participant list) 			
Event day	Execution <ul style="list-style-type: none"> - Arrive early for final preparation - Conduct event - Document event (photos, videos) - Clean up venue 			
Post-event	Follow up <ul style="list-style-type: none"> - Debrief with team - Prepare post-event submission for Grow & Share 			

TIPS FOR CREATING A POSTER

The following suggestions may serve as helpful tips when designing your event publicity poster:

- 1) Clear hierarchy of information: Make the most important information (event name, date, etc) the largest and most prominent
- 2) Choose a theme: Use colours and imagery that reflect the nature of your event
- 3) Keep it simple: Don't overcrowd your design, use white space effectively
- 4) Easily readable text: Use contrasting colours so your text can be easily read
- 5) Include a call to action: Tell people how to participate or get more information
- 6) Use appropriate fonts: Choose 2-3 fonts maximum, and ensure that body text fonts are easy to read
- 7) Provide contact information: Include an email, number or website URL
- 8) Consider the format: Design with your final size and medium in mind (e.g. sent over WhatsApp or printed poster on noticeboard)



GARDEN TOUR TEMPLATE

The following outline may serve as a framework to structure your garden tour:

#	Tour	Time
1	Introduction <ul style="list-style-type: none">• Welcome visitors• Brief overview of the garden's history or significance• Outline of what the tour will cover, description of garden layout or design principles	5-10 min
2	First stop (specific area or feature) <ul style="list-style-type: none">• Interesting facts or stories related to this spot• Any special plants or elements to note• Transition to next area, with directional guidance, any interesting point to observe while moving	5-10 min
3	Second stop (another area or feature) <ul style="list-style-type: none">• Description, any unique aspects• Explanation of gardening techniques, sustainable practices, etc.	5-10 min
4	(continue with additional stops)	
5	Interactive element (optional) <ul style="list-style-type: none">• Possible hands-on activity or sensory experience (e.g. harvesting and smelling herbs, sketching plants, etc.)	15-20 min
6	Conclusion <ul style="list-style-type: none">• Recap key themes• Q&A session• Information on how visitors can get involved or learn more	10 min