

# SCHOOL FESTIVAL



## FESTIVAL PLANNING SHEET

There are lots of things to consider when planning your Bring the Power: School Festival event.

### TASK 1

Here are six things you need to think about when planning. Can you add two more of your own?

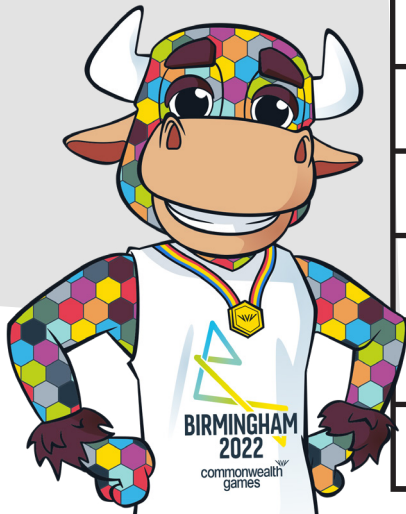
- 1 Date
- 2 Time
- 3 Venue
- 4 Who to invite
- 5 What to do
- 6 What to eat/drink

7

8

### TASK 2

Write down why they are important.



	This is important because...
Date	
Time	
Venue	
Who to invite	
What to do	
What to eat/drink	

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## TASK 3

Rank your eight items in order of importance. This is now your to-do list – in order!

1		5	
2		6	
3		7	
4		8	

## TASK 4

Now you can plan your event! Write down answers beside each item in the table below to make your event plan.

	My event plan
Date e.g. 4th July	
Time	
Venue	
Who to invite	
What to do	
What to eat/drink	



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## TASK 5

When planning an event it is important to have 'back up' plans. These are plans that you have in place just in case you need to use them!

*For example – if you are planning to host your festival day outside – what will you do if it rains? Do you have a suitable indoor space that could be used instead?*

Write down four areas that may need back up plans – and add them to your event plan!

1

2

3

4

## TASK 6

Explain how your event will 'Bring the Power' to your school.

