

Pride Week Planning Support

Uenuku Wiki Whakamahere Tautoko



Event Details

Planning Group:

Who are our supporters?

Are we having a speaker?

Do we have a 'Main Event'?

Is fundraising taking place, how so?

Pride Week permission

Teacher support

Daily event ideas

People in charge of each event

Planning meeting(s)

Delegated the organising of events

Resources collected

Printed/shared posters

Share events schedule with School

Taken photos during all events!

Daily Events

Monday

Event(s):

Description:

TOD:

Time:

PIC:

Venue:

Resources:

Tuesday

Event(s):

Description:

TOD:

Time:

PIC:

Venue:

Resources:

Wednesday

Event(s):

Description:

TOD:

Time:

PIC:

Venue:

Resources:

Thursday

Event(s):

Description:

TOD:

Time:

PIC:

Venue:

Resources:

Friday

Event(s):

Description:

TOD:

Time:

PIC:

Venue:

Resources:

PIC = Person/People In Charge / TOD = Theme of the Day

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Event Planner

To organise:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Resources needed:

Promotional (Notices, posters etc):

Event Timeline:

[:]

[:]

[:]

Key Tasks:

- | 1.)
- | 2.)
- | 3.)
- | 4.)
- | 5.)
- | 6.)
- |

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Monday

Event(s):

Description:

Theme:

Time(s):

Person in Charge:

Venue:

Resources:

Action Plan:

Tuesday

Event(s):

Description:

Theme:

Time(s):

Person in Charge:

Venue:

Resources:

Action Plan:

Wednesday

Event(s):

Description:

Theme:

Time(s):

Person in Charge:

Venue:

Resources:

Action Plan:

Thursday

Event(s):

Description:

Theme:

Time(s):

Person in Charge:

Venue:

Resources:

Action Plan:

Friday

Event(s):

Description:

Theme:

Time(s):

Person in Charge:

Venue:

Resources:

Action Plan: