**Appendix: Event Logistics Plan Template**

A logistics plan for an event or series of events may include the following sections and details:

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| **Event Information** | | | |
| **Date** | **Staff Arrival Time** | **Event Duration** | **Location** |
| *Monday, May 5, 2025* | *5:00 p.m.* | *6:00 – 8:30 p.m.* | *San Diego Central Library 330 Park Boulevard,*  *San Diego, CA 92101* |

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| **Event Team and Roles** |

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| --- | --- | --- | --- | --- |
| **Name** | **Organization** | **Role** | **Phone Number** | **Email** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *John Doe* | *Organization* | *Presenter* | *Phone number* | *Email* |
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| **Responsibilities** |

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| **Deliverable** | **Whose Responsibility?** | **Due Date** |
| *Event Agenda* | *John Doe* | *August 8* |
|  |  |  |

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| --- | --- | --- | --- |
| **Day-of Contacts** | | | |
| **Name** | **Role** | **Phone Number** | **Email** |
| *Jane Doe* | *On-site Facility Coordinator* | *Phone number* | *Email* |
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| **Pre-registered Attendee List** |

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| --- | --- | --- | --- |
| **First and Last Name** | **Phone Number (Optional)** | **Email (Optional)** | **How did you find about this event?** |

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| --- | --- | --- | --- |
| *Jay Doe* | *Phone number* | *Email* | *Method* |
|  |  |  |  |

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| **Event Floor Plan** |
| *Details may include:*   * *Entrances, exits, and path of movement, if necessary* * *Seating and table locations. Make note of any accessibility features, where available* * *Information stations or activity locations* * *Staff and security locations* * *Wayfinding and signage plan* * *Room amenities, including refreshments, restrooms, childcare areas, etc.* * *Nearby public transportation stops and parking areas* |

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| **Event Agenda** | | | |
| **Item** | **Start Time** | **Duration** | **Lead/Presenter** |

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| --- | --- | --- | --- |
| *Staff arrival* | *5:00 p.m.* | *n/a* | *n/a* |
| *Room + A/V set-up* | *5:00 p.m* | *30 min* | *Jane Doe* |
| *Refreshments delivery* | *5:30 p.m.* | *n/a* | *Jessica Doe* |
| *Room opening* | *5:50 p.m.* | *10 min* | *Jessica Doe* |

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| --- | --- | --- | --- |
| *Introduction* | *6:00 p.m.* | *15 min* | *John Doe* |
| *…* |  |  |  |

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| **Engagement Activities** | | |
| **Activity** | **Instructions** | **Materials** |
| *Drawing Activity* | *Facilitator invites participants to draw responses to the prepared prompts* | *Drawing activity prompts*  *Paper for drawing*  *Pens/pencils/markers* |
|  |  |  |