**Appendix: Event Logistics Plan Template**

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

|  |
| --- |
| **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 Library330 Park Boulevard,* *San Diego, CA 92101* |

|  |
| --- |
| **Event Team and Roles** |

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

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

|  |
| --- |
| **Responsibilities** |

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

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

|  |
| --- |
| **Pre-registered Attendee List**  |

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

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

|  |
| --- |
| **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*
 |

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

|  |  |  |  |
| --- | --- | --- | --- |
| *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* |

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

|  |
| --- |
| **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* |
|  |  |  |