**Managing an event: Resource requirements**

**Event 1**

Marketing resources

Operational resources

Human resources

Financial resources

**Managing an event: Resource requirements**

**Event 2**

Marketing resources

Operational resources

Human resources

Financial resources

Checklist: Resource management

|  |  |
| --- | --- |
| Operational resources | Venue  Equipment  Parking  Signage  Physical resources  Catering  Licences  Health and safety  Emergency access  Control points  Fire procedures |
| Financial resources | Budget  Costing sheet  Cash handling  Cash security |
| Marketing resources | Marketing the event  Communication methods and channels eg event programme  Advertising methods  Ticketing issues |
| Human resources | Staffing  Team requirements  Training  Running and co-ordination  Skills required |