**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

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| --- | --- |
| Operational resources | VenueEquipmentParkingSignagePhysical resourcesCateringLicencesHealth and safetyEmergency accessControl pointsFire procedures |
| Financial resources | BudgetCosting sheetCash handlingCash security |
| Marketing resources | Marketing the eventCommunication methods and channels eg event programmeAdvertising methodsTicketing issues |
| Human resources | StaffingTeam requirementsTrainingRunning and co-ordinationSkills required |