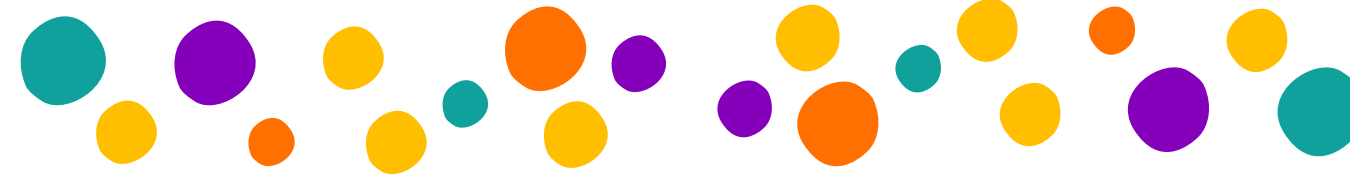




ACTION PLAN FOR _____



MAIN GOALS

MILESTONE 1 MILESTONE 2 MILESTONE 3 MILESTONE 4 MILESTONE 5 MILESTONE 6

MAIN OBJECTIVES

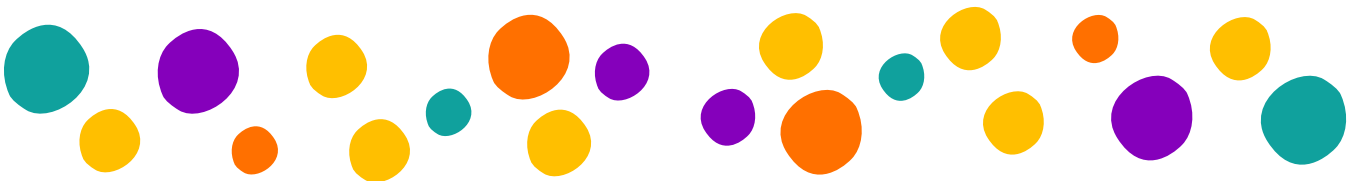
ASSIGNEE

DUE DATE

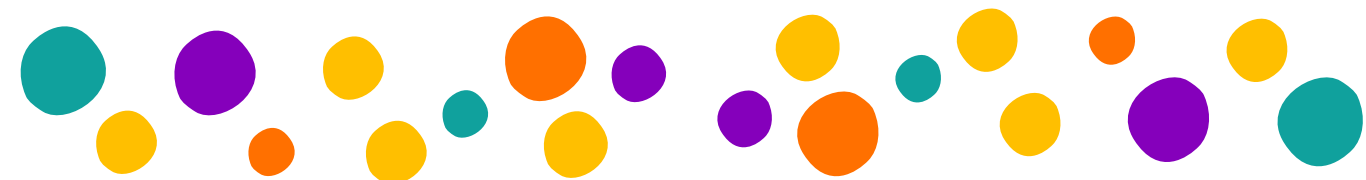
**LOCATION/
VENUE**

**TOOLS AND
RESOURCES**

**EXTERNAL
COLLABORATORS**



ACTION PLAN FOR _____ Local Youth Festival



MAIN GOALS

1. Organizing a cool youth-friendly festival to promote the local youth centre and local programs among youngsters and convince them to spend more time locally.
2. Learn more about organizing events.

	MILESTONE 1	MILESTONE 2	MILESTONE 3	MILESTONE 4	MILESTONE 5	MILESTONE 6
	Venue	Marketing	Programs	Performers	Food and drink	Preparation and the Event
MAIN OBJECTIVES	Finding an outdoor place for 1000 people for free or low budget with electricity.	Build a cool and engaging brand, think about merchandise, spread the news of the festival,	Programs for families in the morning, programs for teenagers in the early afternoon	Finding music bands (youth, local or regional) and DJ, + other performers	Check the law, figure out what we can provide, and organize the "cooking and bartender" team.	Decorate the venue, preparation, and manage the event
ASSIGNEE	Laura and Alex	Paul, Ellie and Sam	Pierre and Barbara	Greta and Victor	Sophie and Wille	Benji and Anna
DUE DATE	31/12/2023	A week after the festival	31/05/2024	31/05/2024	31/07/2024	On the week of the festival
LOCATION/ VENUE	Online and on the field	Online- Social media platforms of the Youth Centre	Online (research, cold emails, call for programs)	Online (research, cold emails, call for performers)	Meeting in the Youth Centre,	Venue of the festival
TOOLS AND RESOURCES	Budget for the venue, detailed to-do list (online management tool, like ASANA or Click up)	Access to the social media platforms, budget for advertising, detailed to-do list	Computer, regular meetings with the team, budget for the programs, detailed to-do list	Computer, regular meetings with the team, budget for the performers, detailed to-do list	Computer, regular meetings with the team, budget for the programs, detailed to-do list	List tools, roles and responsibilities, preparation meeting a week before, detailed to-do list
EXTERNAL COLLABORATORS	Local municipality	Local municipality and local companies (financial support)	Local clubs offering enjoyable activities (sports, dance, others)	Local dance and performer clubs, the cultural centre	Local companies, more volunteers	The organizer team + lots of volunteers

