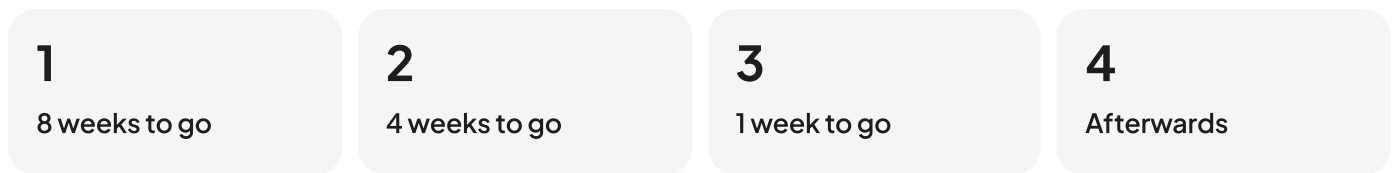


Organising an event for your organisation

Event countdown planner

From the first idea to the day after the event: the steps to tick off, week by week.

The key steps



1 8 weeks before

- ☐ Set the date, the venue and its capacity
- ☐ Draw up the budget and the ticket prices
- ☐ Check permissions (town hall, refreshment bar, music)
- ☐ Create the event on Donoor, as a draft

2 4 weeks before

- ☐ Add the rates, options and form
- ☐ Set the total capacity and the waiting list
- ☐ Put ticketing online and announce it
- ☐ Print posters with the ticketing QR code

3 1 week before

- ☐ Send reminders on social media and by email
- ☐ Export the participant list for the caterer and the welcome desk
- ☐ Install the Donoor app on the phones of the volunteers at the entrance
- ☐ Write to participants: times, access, what to bring

4 After the event

- ☐ Thank the participants who have “Already arrived”, with photos

- ☐ Take stock: tickets sold, donations, expenses

- ☐ Duplicate the event for next time

Key takeaways

- ✓ Set up ticketing early: registrations help you plan everything.
- ✓ The reminder the day before goes out automatically.
- ✓ The day after is the best time to announce your next event.

Find the full course, with videos and step-by-step instructions, at donoor.org/en/formations/billetterie