



RACI chart template for event planning

Event name:	Event manager Name:	Marketing Specialist Name:	Venue Coordinator Name:	Logistics Coordinator Name:	Program Coordinator Name:	Finance Manager Name:	Status	Due date
Define event goals							Not S... ▾	Mar 30,...
Gather and organize team							Not S... ▾	Mar 30,...
Organize volunteers							Not S... ▾	Mar 30,...
Set a budget							Not S... ▾	Mar 30,...
Create schedule							Not S... ▾	Mar 30,...
Book venue							Not S... ▾	Mar 30,...
Manage logistics and vendors							Not S... ▾	Mar 30,...
Promote event							Not S... ▾	Mar 30,...
Develop marketing content							Not S... ▾	Mar 30,...



Contact and confirm speakers							Not S... ▾	Mar 30,...
Contact and confirm sponsors							Not S... ▾	Mar 30,...
Manage registrations							Not S... ▾	Mar 30,...
Reserve accommodation							Not S... ▾	Mar 30,...
Make a seating plan							Not S... ▾	Mar 30,...
On-site coordination							Not S... ▾	Mar 30,...
Risk management							Not S... ▾	Mar 30,...
Execution							Not S... ▾	Mar 30,...
Post-event evaluation							Not S... ▾	Mar 30,...

Notes:



R-Responsible A-Accountable C-Consulted I-Informed

Manage projects with Plaky.com