Gym event planning and follow-up pack

Type into the fields in a PDF reader, save a copy, or print and write by hand. Use record references; do not include passwords or unnecessary personal information.

Event / club / date / owner

Purpose and intended audience

Theme and activity plan

Budget AUD / approval / suppliers

Promotion dates and responsibilities

Delivery roles and site requirements

Lead or member follow-up plan

Results / actual spend / next decision

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- [ ] Confirm objective, audience, capacity and approval.
- [ ] Confirm site requirements and approved activity supervision.
- [ ] Book suppliers only after budget approval.
- [ ] Assign invitations, reminders, signage and setup.
- [ ] Check consent requirements for photos and follow-up.
- [ ] Brief staff on roles, accessibility and existing emergency procedures.
- [ ] Record attendance, enquiries and actual costs.
- [ ] Complete the review and thank partners through approved channels.

Next action / owner / due date

Evidence or approval reference

Unresolved items / escalation

Reviewed by / date / next review

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Example Fitness and all names, dates, amounts and outcomes below are fictional. They demonstrate how to complete the form, not typical results or spending recommendations.

Event / club / date / owner

Community open day / Example Fitness North / 21 November / Alex

Purpose and intended audience

Introduce nearby workers to the club

Theme and activity plan

Christmas giving theme with a staffed introduction session

Budget AUD / approval / suppliers

300 AUD cap; approval pending; local refreshments quote

Promotion dates and responsibilities

Morgan: partner invites 7 November; Alex: reminder 18 November

Delivery roles and site requirements

Alex: event lead; Sam: welcome desk; existing site rules apply

Lead or member follow-up plan

Morgan: follow up agreed enquiries within staffed hours

Results / actual spend / next decision

Review 28 November; results unknown until event is complete

How to use this pack

1. Choose a theme: Christmas community giving, Easter family introduction or a member challenge.
2. Work backwards from the event date and assign each milestone.
3. Review results after the agreed follow-up period, not just on event day.

See the related ClubPilot workflow