

HR STRATEGY EVENT PLANNING TEMPLATE				
Wear it Purple Day				
Friday, 25 August 2023				
Theme: Write your Story hub				
Status key	Task not started	Task started	Task not yet delegated	Task complete
Task	Responsibility		Comments	Due Date
Timeline				
Draft a timeline of key dates			Wear it Purple Aug 2023 Proposal.pptx With for approval	Monday, 7 August 2023
Executive Briefings				
Draft proposal and send to for endorsement			Wear it Purple Aug 2023 Proposal.pptx	Monday, 7 August 2023
Event brief for to send to GMs			Remove the word proposal and costings. This is for information	Monday, 7 August 2023
Employees invited to wear purple				
Employees invited to wear purple for the day			Included in the hub article, with comms and confirmed for publishing. 31/7	Article confirmed with comms to go live Friday, 18 August 2023
Purple morning tea competition				
Hub article			Included in the hub article, with comms for review. 31/7	Article confirmed with comms to go live Friday, 18 August 2023
Collate morning tea photos			Have emailed to let her know to expect a photo shortly after morning tea.	Friday, 25 August 2023
Merchandise				
Hub Article			Included in the hub article, with comms and confirmed for publishing. 31/7	Article confirmed with comms to go live Friday, 18 August 2023
Get quote for merch pack			\$108.00 approved by	31, July 2023
Order merch pack			Ordered on credit card and recipe sent to her \$118.40 in total as it was \$9.50 shipping	31, July 2023
Send posters and stickers to Sydney and Melbourne office			On receipt of merch pack	When received
Contact reception in all offices to inform them about merch			Have emailed them letting them know that we have ordered merch and they they will need to set it up. Will need to email them again when it has been sent.	When received

Ensure merch is set up	Reception in each office	Contact reception to make sure their merch is available	Monday, 14 August 2023
Story sharing			
Hub article	██████	Included in the hub article, with comms and confirmed for publishing. 31/7	Article confirmed with comms to go live Friday, 18 August 2023
Combine story submissions	██████ / ██████	To be included in the end of event wrap hub article. All submissions should be included as we have stated in the hub article that we want everyone to have the opportunity to share. Not sure how many to expect if any.	Monday, 28 August 2023
MS Teams Background			
Contact IT to add background		It confirmed background will go up on Monday, 21 August 02/08	Monday, 14 August 2023
Communications			
The Hub article	██████	Included in the hub article, with comms and confirmed for publishing. 31/7	Article confirmed with comms to go live Friday, 18 August 2023
Corporate update	Comms	WIPD was included in this week at the ACMA	TBC
End of event wrap hub article	Comms	Include morning tea photos. Have emailed ██████ about this 24/08	Friday, 25 August 2023