|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROJEKT:** |  | | | |
| **CHECK LISTA DELA NA PROJEKTU** | | | | |
|  | | |  | |
| Termin dogodka | | |  | |
| Vsebina projekta (okvirno) | | |  | |
| Oblika prireditve (dopoldan, popoldan, cel dan) | | |  | |
| Finančni plan projekta | | |  | |
| Podpora župana | | |  | |
| Zagotovitev potrebnih sredstev | | |  | |
| Dogovor z OŠ | | |  | |
| Koncept prireditve glede na lokalne zmožnosti | | |  | |
| Dogovor z lokalnimi društvi in zavodi za sodelovanje | | |  | |
| Program projekta/dogodka | | |  | |
| Časovnica dogodka | | |  | |
| Ožji tim za organizacijo & razdelitev nalog | | |  | |
| Objava novice o dogodku (po dogodku) | | |  | |
| Poročilo o dogodku | | |  | |
| Fotografije in videoposnetek z dogodka | | |  | |
| Zahvala sodelujočim na dogodku | | |  | |
| Analiza in evalvacija | | |  | |
|  | | | | |
| **PROMOCIJA** | | | | |
| **SZJ (sporočilo za javnost)** | | | |  |
| *število sporočil za javnost* |  | | |  |
| *datumi, (kdaj se jih pošlje)* |  | | | |
| **plakati** |  | | |  |
| *št. plakatov* |  | | | |
| *plakater (kdo, kdaj)* |  | | | |
| **letaki** |  | | |  |
| *št. letakov* |  | | | |
| *raznos letakov (kdo, kdaj)* |  | | | |
| mailing lista | | | |  |
| spletna stran | | | |  |
| nagradne igre | | | |  |
| FB stran | | | |  |
| FB dogodek | | | |  |
| Twitter | | | |  |
| Instagram | | | |  |
| spletni portali | | | |  |
| tiskani mediji | | | |  |
| radio in/ali TV | | | |  |
| vabila | | | |  |
| *člani organizacije* |  | | | |
| *drugi* |  | | | |
| druga promocija | | | |  |
| (navedi) |  | | | |
|  |  | | | |
|  | | | | |
| **DOVOLJENJA/PRIJAVE** | | | | |
| prijava občina | | | |  |
| *datum* |  | | | |
| prijava Policija | | | |  |
| *datum* |  | | | |
| IPF in SAZAS |  | | | |
| dovoljenja (napiši katera+ datume) |  | | |  |
|  |  | | |  |
| **NAJEMI PROSTOROV** | | | | |
| DVORANE |  | | |  |
| *Kdaj/kje/katere?* |  | | | |
| ZUNANJIH POVRŠIN |  | | |  |
| *Kdaj/kje/katere?* |  | | | |
|  |  | | | |
|  | | | | |
| **SPONZORJI / DONATORJI** | | | | |
| Sponzorska prošnja |  | | |  |
| *Kdaj?* |  | | |  |
|  |  | | |  |
| *Koliko?* |  | | |  |
| *Komu?* |  | | |  |
|  | | | | |
| **PRIJAVA** | | | | |
| dogovor z OŠ |  | | |  |
| dogovor z vrtci | | | |  |
| dostava zgibank Vetrolovček in navodil za predhodne aktivnosti | | | |  |
|  | | | | |
| **PREVOZI/LOGISTIKA** | | | | |
| maskota | | | | |
| Rekviziti za prireditev | | | | |
| stojnice | | | | |
| Športni pripomočki | | | | |
| Pripomočki za obšportne delavnice | | | | |
|  | | | | |
| rezervacija/najem avtobus | (datum) | | |  |
| *cena* |  | | | |
| rezervacija/najem kombiji | (datum) | | |  |
| *cena* |  | | | |
| rezervacija/najem drugo | (datum) | | |  |
| *cena* |  | | | |
| vozni redi | | | |  |
|  | | | | |
| **GOSTINSKA PONUDBA IN NAMESTITEV** | | | | |
| rezervacija namestitve/cateringa | | | |  |
| rezervacija/naročilo hrane | | | |  |
| *kje/koliko/cena* |  | | | |
| rezervacija/naročilo pijače | | | |  |
| *kje/koliko/cena* |  | | | |
|  | | | | |
| **NAGRADE/MEDALJE** | | | | |
| NAGRADE |  | | |  |
| *kaj?* |  | | | |
| *število* |  | | | |
| *kje se naroči?* |  | | | |
| *Ali je naročilo izvedeno?* |  | | | |
| *cena* |  | | | |
| MEDALJE IN DIPLOME |  | | |  |
| *število* |  | | | |
| *kje se naroči?* | ŠPORTNA UNIJA SLOVENIJE | | | |
| *Ali je naročilo izvedeno?* |  | | | |
| *cena* |  | | | |
| DARILA za goste (medijske osebnosti) in osebje (animatorji, moderator, fizični delavci itd.) |  | | |  |
|  | | | | |
| **NE POZABI – POMEMBNO ZA IZVEDBO** | | | | |
| MODERATOR/VODITELJ |  | | |  |
| *Kdo?* |  | | | |
| ANIMATORJI | tabela 'Animatorji' | | | |
| GOSTI |  | | | |
|  |  | | | |
| VETROLOVČKI |  | | | |
| *Naročeni?* |  | | | |
| MAJICE |  | | | |
| *Naročene?* |  | | | |
| PROMOCIJSKI MATERIAL |  | | | |
| *Naročeno?* |  | | | |
| ZASTAVE | Veter v laseh | | |  |
| druge (navedi katere) |  | | |  |
|  | | |  |
| MASKOTA (rezervacija) |  | | |  |
| *Kdo?* |  | | | |
| *prevoz* |  | | | |
| FOTOGRAF |  | | |  |
| VIDEOSNEMALEC |  | | |  |
| MONTAŽA POSNETKA |  | | | |
| DJ | | | |  |
| NOVINARJI | | | |  |
| *Kdo?* |  | | | |
| AKREDITACIJE (organizatorji) | ni potrebno | | |  |
| ŠPORTNI PRIPOMOČKI tabela 'Športni pripomočki' | | | |  |
| OZNAKE |  | | |  |
| urniki |  |  | | |
| program |  |  | | |
| sistemi tekmovanja |  |  | | |
| razporedi |  |  | | |
| *tekmovanj* |  | | | |
| *uvrstitev* |  | | | |
| *nastopov* |  | | | |
| *drugo* |  | | | |
| info točka/tabla/miza | | | |  |
| oznake postaj | | | |  |
| navodilo za sodelujoče (listi z napisi in navodili za animatorje) | | | |  |
| FIZIČNI DELAVCI ZA POSTAVITEV POSTAJ in nadzor gibanja otrok med postajami | | | |  |
| VARNOSTNIKI | | | |  |
|  | | | | |
| **ZDRAVSTVENA OSKRBA** | | | | |
| zdravstveni tehnik | | | |  |
| *kdo?* |  | | | |
| torba z medicinskim materialom | | | |  |
|  | | | | |
| **TEHNIČNA OSKRBA/pripomočki** | | | | |
| PODALJŠKI |  | | |  |
| OZVOČENJE |  | | |  |
| STOJALA |  | | |  |
| GLASBA/CD/USB/disk |  | | |  |
| KARAOKE |  | | |  |
| TUBA/RADIO |  | | |  |
| ORODJE |  | | |  |
| STOLI *kje/koliko/cena* |  | | |  |
| MIZE *kje/koliko/cena* |  | | |  |
| TISKALNIK |  | | |  |
| TABLA |  | | |  |
| STOJNICE |  | | |  |
|  | | | | |
| **PISARNIŠKI MATERIAL** | | | | |
| papir | | | |  |
| *A4 bel* | *(št.)* | | |  |
| *A4 barven* | *(št.)* | | |  |
| *A3 bel* | *(št.)* | | |  |
| *A3 barven* | *(št.)* | | |  |
| *šeleshamer* | *(št.)* | | |  |
| kemiki | *(št.)* | | |  |
| flomastri | *(št.)* | | |  |
| barvice | *(št.)* | | |  |
| škarje | *(št.)* | | |  |
| olfa nož | *(št.)* | | |  |
| prosojnice | *(št.)* | | |  |
| nalepke | *(št.)* | | |  |
| ovojnice | *(št.)* | | |  |
| selotejp | *(št.)* | | |  |
| močen selotejp | *(št.)* | | |  |
| vrv | *(št.)* | | |  |
| baloni | *(št.)* | | |  |
|  | | | | |
| **REKVIZITI IN OPREMA** | | | | |
| Napiši kateri |  | | | |
| Najem ali izposoja? |
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| **DOGOVORI ZA RAZNE IZPOSOJE** | | | | |
| Napiši za kaj in s kom se dogovarjaš | | | | |
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| **DRUGO** | | | | |
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**Drugo:**

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Kraj in datum: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Podpis:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_