

Event-Planning Checklist

You've chosen your project. Now you just need a little help getting organized. Use this template as a to-do list to start planning. Note that the items and dates on your list will change depending on the type of event you're going to pull off.

1 month before the event

- Form an event-planning committee
- Set goals for the event
- Set a date for the event
- Assign roles (publicity, food, etc.) and recruit volunteers
- Make a list of items you'll need
- Make a budget: (Money you plan to raise) minus (Money spent) equals Budget

2 weeks before the event

- Make a schedule for the day of the event
- Spread the word:
 - Create and post promotional flyers and send invites
 - Contact local newspapers and news stations
- Review and finalize event details
- Send email reminders to your team

1 week before the event

- Hold a team rehearsal or walk-through meeting
- Make sure that you have needed materials
- Make sure that everyone is prepared
- Call family and friends to invite them to the event

Day of the event:

- Meet with team members and volunteers
- Set up for the event
- Take lots of pictures
- Clean up after the event
- Return any borrowed items

After the event:

- Thank the people who made the event possible
- Meet with team members to evaluate the event
- Fill out the Project Afterthoughts form and send copy to LOVE, HALLIE