

How to Plan an Event

USE THESE STEPS TO GUIDE PLANNING FOR YOUR NEXT HALLIE'S ANGELS EVENT:

1. Choose a cause and write a brief description of the project idea.
2. Set goals for the event and write down what results you aim to achieve.
3. Make a to-do list with dates for finishing each item.
4. Make a list of the people involved and their roles in the project.
5. Make a list of things you need and who's responsible for them.
6. Make a budget—What will you spend money on? How much money do you plan to raise?
7. Find a place and time for the event.
8. Make a list of possible contributors and start to contact them.
9. Reserve resources and equipment you'll need for the event.
10. Promote the event.
11. Host the event.
12. Send thank-you notes.
13. Use the "Project Afterthoughts" worksheet in this Organizer to evaluate your project.

Planning Tips

Finding a place:

- Consider one of your homes, a school, a community center, a park, or a local business. You can also ask other people for ideas.

Finding a time:

- Think about what times and dates make sense for those who will come to your event, the organizers, and the site.
- Plan your school night events for a Tuesday, Wednesday, or Thursday so you have the beginning of the week to do any last-minute publicizing.
- Saturday afternoons can be good times for volunteer projects.

Sources for funding:

- Visit LoveHallie.org/Grant and fill out a grant application.
- Go to your student government or school board and ask for financial support.
- Find local groups and businesses with a focus similar to your cause, and ask whether they would be interested in helping out—or even cosponsoring your event.

Promote the event

Let your community know about the event:

- Post flyers in classrooms, school hallways, community centers, and local businesses.
- Send email notices to the student body, faculty, and organizations.
- Publish notices in newspaper calendar sections. (See "Press Release Template" in the Stay Organized section.)
- Place announcements in school or community bulletins.

SAMPLE EVENT:

Spring Cleanup

Sometimes looking at someone else's event can help you plan your own.

Take a look at this Spring Cleanup project that raises money for Veto the 'Squito.

What: Spring Cleanup

Why: Raise money for Veto the 'Squito bed nets (\$5 each)

Who: Hallie's Angels team of five, plus family members: totals 20 people

When: Saturday, April 19, from 10:30 a.m. to 2 p.m.

How it works: Volunteers split into five groups of four. Each group cleans a yard for \$40 each. The cleanup crew mows the lawn and clears away dead foliage, weeds, and branches from the yard. They also spray and wipe off outdoor furniture. Then they plant a few flowers and plants donated by the local gardening center.

Borrowed Resources:

- Pickup truck to carry dead foliage and branches away
- Work gloves and garden tools
- Paper for five Veto the 'Squito flyers
(One for each homeowner. Print at VetoTheSquito.org)
- Sack lunches and waters

Donated resources:

- Two boxes of garbage bags
- 15 flowers and 10 plants



Buy those nets!

Donate the raised money online using a debit or credit card at LoveHallie.org/Veto

Or mail a check or money order to:

Veto the 'Squito, c/o Love, Hallie Foundation
39-04 49th Street, #2N, Sunnyside, NY 11104