



Event Planning Worksheet/Checklist

The following checklist provides a guide to organizing and executing a successful event:

- Select a chair and members of your planning committee
- Set the event date
- Select chairs for subcommittees (refreshments, volunteers, setup and cleanup, tour guides, parking and traffic, speakers, invitations and programs)
- Create a budget (be specific, count cost)
- Establish projected timeline for each step
- Organize volunteers for each committee
- Create invitation list (target groups that have a special stake in the event)
- Prepare copy for invitation
- Prepare copy for program
- Consider logistics (setup tables and chairs, parking, signage, cleanup, audio)
- Plan publicity (press release, announcements, newsletters, flyers)
- Prepare press release
- Decide when/how media should be contacted
- Alert media of event and photo opportunities
- Hold a "tie down" meeting the day before the event
- Discuss assignments
- Celebrate your success and thank everyone who contributed and participated
- Send photos if possible
- Debrief (conduct an evaluation)