

THE EVENT PLANNING CHECKLIST

Brainstorm

- Hold a committee meeting to involve all members.
- Decide what, where, and when your event will be.
- Use the questions above to design a realistic and creative event.
- Consider partnerships with committees of the Campus Y and other organizations on campus, and invite them to your next event-planning meeting.

Create a Timeline of Action-Oriented Steps

- Outline what needs to get done to make your event happen. Divide your planning into smaller, action-oriented steps.
- Create a timeline based on these steps.

Delegate Tasks

- Establish specific subcommittees (e.g., Publicity, Fundraising, Evaluations, etc.).
- Delegate tasks to each subcommittee.
- Check in with subcommittees or individuals often and provide feedback.
- At committee meetings, allow time for members to share the progress they have made and ask for feedback.

Reserve a Space for the Event

- [See [Reserving Spaces DevDoc](#)]

Create a Budget

- [See [Creating a Budget DevDoc](#)]

Find Sources of Funding

- Think about sustainable funding sources [See [Sustainable Funding DevDoc](#) and [Relevant Grants DevDoc](#)]
- Consider partnering with businesses on Franklin Street [See [Business Partnerships DevDoc](#)]

Publicize your Event

- [See [Publicity and Marketing DevDoc](#)]

Implement your Event

- Create a list of everything that needs to be ready before the day of your event.
- Assign Point-People to carry out tasks on the day of the event.
 - Tasks to consider include: picking up a speaker from the airport, getting food, setting up, working with technology, and directing people towards the event if the location is unclear.

Evaluate the Event

- [See [Evaluation DevDoc](#)]

Archive your Event

- [See [Documentation DevDoc](#)]

GUIDING QUESTIONS:

Thinking Realistically:

- What is the goal of your event?
- What is the issue you want your event to address?
- What resources (funding, food, people power, etc.) will you need to pull off the event?
- Have other organizations launched an event related to this issue recently?
- What other committee activities are occurring at this time?
- Who else, besides the members of your committee, do you want to involve?
- How will you measure the success of the event?

Thinking Creatively:

- How can you make your event new, exciting, and attention grabbing?
- How can you publicize your event in an innovative way?