

Event Planning Check-List

Pre-Planning Meeting:

- Establish/clarify purpose of event
- How does it relate to PJC mission? The strategic plan? Work plan?
- What will the messaging be for the PJC? The event as a whole?
- Recruit planning group/team

- Planning:**
- Establish purpose of and message for event
- Goals
- Reflect on prior events, designate lead organization and messaging
- Roles for planning team/co-sponsors : media, comm., PR, food
- Re-establish timeline incl. planning and promotion/social media
- Set meetings, e-mail dialog etc.
- Draft contact sheet including: organizers phones and e-mail
- Consider how to support people with disabilities
- Create pre/post survey or evaluation
- Draft assessment component – how will we know we succeeded

- Assessment:**
- Collect pre and post response
- Qualitative and quantitative response cards
- Determine if goals and objectives were obtained
- Conduct organizer assessment; what worked, what didn't and what strategies can we use for next time

- Supplies:**
- Banners*
- Literature
- Water
- Nametags
- Relevant facilitator
- Time keeper
- Contact list for event/organizer plus designated roles
- Supply kit*- markers, tape, pins, stapler, newsletters, relevant flyers, banner, PJC pins
- Food
- Plates, napkins, cups, cutlery
- Petitions*
- Press kits
- Flyers with option for supportive services (i.e. sign languages)
- Membership info*
- PJC tri-fold*
- Signs for events to hang on doors and post in area*