

Event Planning Checklist

8-10 weeks ahead

- Form a planning committee; identify and include partners
- Determine target audience, keeping in mind FE activities are designed for middle school age children and their families. Reaching 20-40 families per event is manageable therefore you may wish to advertise for grades 4-8, grades 5-8, grades 6-8, grade 7 or some other configuration to attract desired audience as younger and older siblings may also tag along.
- Selecting event date and time
- Reserve rooms/space at event location – make certain space will accommodate projected number of attendees and has adequate table/chair configuration(s).

4-6 weeks ahead

- Recruit volunteers to help host the event. Volunteers will assist in setting up, helping at registration/welcome table, maintaining supplies, monitoring activities, clean up. Additional volunteers may be needed if refreshments are served (recommended).
- Chose activities for event and try in advance
- Prepare event schedule

3-4 weeks ahead

- Utilize other local advertising such as newsletters, email blasts, posters, etc.
- Customize your event flyer (www.powersleuth.org/familyenergy)
- Copy and distribute flyers to target audience
- Arrange for refreshments (while optional, offering even simple refreshments such as crackers and cheese, fruit, cider, etc. is a welcoming gesture)
- Arrange for childcare for very young siblings (if needed)

1-2 weeks ahead

- Collect, organize and prepare all materials/supplies
- Confirm volunteers
- Confirm details with event location – review event schedule, event start/end times, before and after hours access if necessary for set up/clean up, room set up, sound system, trash and recycling containers.

Week of the event

- Send follow up reminders
- Confirm arrangement of refreshments and necessary serving supplies
- Make welcome signs, directional signs, etc. (if needed)
- Gather door prizes (optional)
- Invite media (local newspaper or television station)

Day of Event

- Be on site to coordinate volunteers, assist with organizing and monitoring set up, event activities, and clean up.