



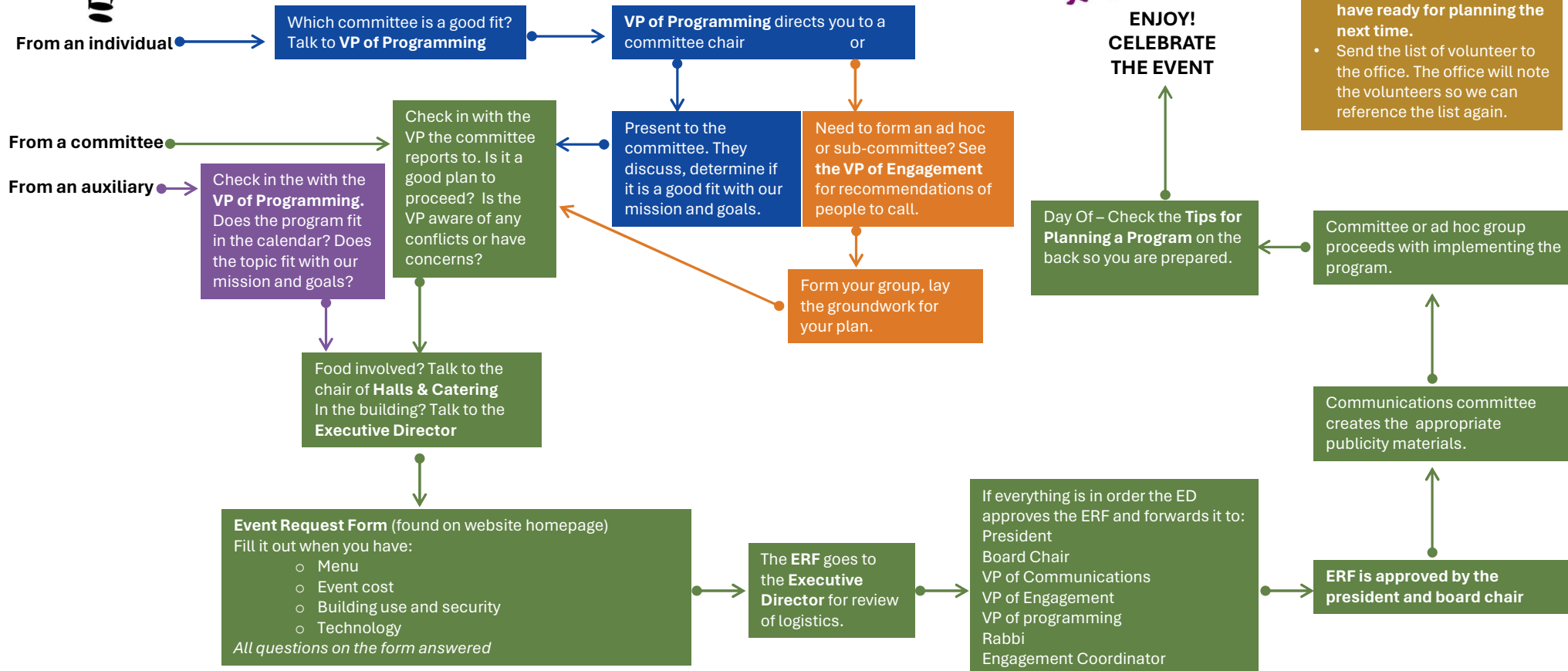
Step by Step Planning Guide



**ENJOY!
CELEBRATE
THE EVENT**

After the event or program:


- Hold a **debrief** – what went well? Lessons learned? Is this a recurring event? What to do better next time.
- **Take notes and file them to have ready for planning the next time.**
- Send the list of volunteer to the office. The office will note the volunteers so we can reference the list again.



See the back for tips on planning a program.



Tips for Planning a Program

This will help get you from your idea  to your program



Timing – when to start planning and the Event Request Form (ERF)

Give yourself plenty of time. Begin planning 3-6 months prior to the event to meet the deadlines for submitting the ERF.

- Live and Zoom Events
 - Smaller/Discussion/Speaker - Submit the ERF no later than the first of the month prior to your event.
 - Larger/Fundraisers/SIR/Concerts – Submit the ERF 4 months prior to the event to allow the communications committee to prepare the needed materials.
- Save the Date – submit as soon as you start planning and find the right date to hold it on the calendar.
- Non-Event Publicity – Sales, online fundraiser, etc. Submit no later than the first of the month prior to the deadline.

Volunteers

- Write a description for what the volunteers will do so they are prepared.
- Include volunteer floaters that can fill in where needed at the program.
- Greeter(s)
 - Member, over 18
 - At the door throughout the program
 - Attentive, able bodied
 - Ideally, attended Intruder/Safety Training

Logistics

- How many people do you expect to attend?
- Is the event in one room or do people start in one area and move to another?
- If you are having a speaker, is it best if they stand to deliver their remarks or everyone be in a circle and more easily speak to one another?
- Is it a panel with a moderator?
- Parking – is this during the evening or Sunday (free, unlimited parking) ? Do you need to provide information to attendees on where to park?
- Is it best to reserve all or some of our parking lot for disabled parking?
- Is security required? Cost is \$200.
- Do you need outdoor space? If so, are tents required?
- Once you have a plan Stacey can provide a budget for the set up, cleaning and teardown.
- Event is outside? Have a bad weather backup plan.

Food

Talk to Halls & Catering. They will provide:

- Recommendations for caterers
- Options for the room layout
- Servers (if needed)
- Costs
- Check in time and procedure

Money

- Is this a fundraiser? What is the goal to raise?
- Is the cost more at the door?
- Payments at the event – if cash, have a cash box and money to give change. If credit or debit cards work with Meir to set up the Square account.

Audio/Visual/IT

- Do you require a microphone, large monitor or projector and screen?
- Do you require a microphone for attendee questions?
- Zoom
 - Is the link available to the public or only to those that RSVP?
 - Will the program be recorded and available to view online?

Publicity and Communication

- Provide the committee with the information they need to create the website ad, social media graphics, RSVP form and other materials deemed appropriate for your program.
- Determine who is your target audience? Call or talk to friends and people you think are interested and invite them to the event.
- Note – the communications committee is not responsible for getting people to attend.

Day Of

- Arrive early to make sure everything is in place.
- Confirm the AV works
- Have tablets or phones ready to accept payments on Square
- See that volunteers know where to go and that they have the information and materials they need.
- If the event is outside and the weather is bad make the call to stay with the plan or go to your bad weather option at least two hours before the event.