

Event checklist

- What's the event/theme
- Who's the planning chair/committee
- Who's invited?
- Where?- Location
- When?
 - Date/Time
 - Alternate date for weather
- Budget
 - Funded by organizational funds
 - Funded by donations from guests
 - Sponsorships
- Publicity- how to get the message out
 - Signs
 - Flyers
 - Social media
 - Newspaper/TV/Radio
- Food/Beverage
 - Potluck, finger foods?
 - Brought by guests
 - Provided from organizational funds?
- Supplies
 - Decorations
 - Tables/chairs (bring your own lawn chair?)
 - Plates/cups/utensils/napkins
 - Trash bags/containers
- Sound
 - Music
 - Entertainment
 - Microphone for announcements
- Photos- who will document officially in pictures?
 - Post to webpage
 - Facebook/Instagram
- Games/Contests
 - Who's in charge
 - What are the activities
 - Prizes
- Set-up committee
 - Who/how many needed?
 - Time of arrival
 - Expectations
- Clean-up volunteers
 - Who/how many needed
 - Where does trash and borrowed items go?
- Post event follow-up- what worked? What didn't? – save info to pass on to committee next year