

# PLANNING AN EVENT WITH A PURPOSE

Event: \_\_\_\_\_

\_\_\_\_\_

Date / Time: \_\_\_\_\_

Location: \_\_\_\_\_

1. Review list of VALUES before you begin.
2. List GOALS for this activity - refer to values

WHAT DO WE WANT TO HAVE HAPPEN?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 3. PLAN & DO HOW ARE WE GOING TO MAKE THIS HAPPEN?

#### Schedule of Activities

Plan every aspect of the event.

Who's in Charge	amount of time	supplies needed
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Plan for Set Up:

Who's In Charge

Plan for Clean Up:

Who's In Charge

HOW ARE WE GOING TO LET PEOPLE KNOW ABOUT THIS EVENT? (invitations, flyers, texts, phone calls, email, calendar, etc.)

\_\_\_\_\_

Who's In Charge \_\_\_\_\_

4. CHECK & ADJUST DID WE MEET OUR GOALS? WHAT CAN WE DO BETTER NEXT TIME?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_