Finding "Holes" in Your Event Planning   Andy's Impact Programs

It's easy to know what you have done, but it's difficult to know what you haven't done. These questions will help

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A. Before you even begin...

Is this event appropriate for a school?

Does the advisor approve of the plan?

Will the administration?

Would enough people want to attend?

How can we make it attractive to them?

Can we afford It? Is it in the budget?

How will we let people know about it?

Do we have enough time to put our plan together?

Does it interfere with other school events?

Do we have a good location for the event?

B. Getting started...

What permissions do we need?

Who will ask? by when?

What forms must be filled out?

Who will fill them out? by when?

Who else needs to be Informed?

Who will make the contacts? by when?

Do we need to arrange for supervision and security?

Who will do that?

C. Organizing the project...

Who will be in charge of the project?

Who will be in charge of each committee?

Who are the members?

Are we reaching out to people beyond those in leadership positions?

What materials and supplies must we purchase?

What equipment must be borrowed or rented?

How. when, and by whom will a good clean-up be accomplished?

Are we hiring an outside of the school company? Who is calling? When do we need their quotes? When will we decide which company to use?

D. Set-up...

Do we have all the decorations and props?

When will we set up?

Who will help out?

Have we Invited people in addition to our leadership group members?

Will the audience have a clear view?

Refreshments? Free or for sale? Where will we put refreshments so they won't cause too much mess?

Do we have enough garbage cans?

Prizes? What do people need to do to win a prize? Where will we keep prizes? Who will keep track of them?

E. **The Event**

Greeters/Ushers. Who is doing this? Have a rotation.

Do we need MC's? Who are the M.C.'s? Is their script ready and acceptable? Have they practiced?

Who is the stage manager if needed?

Who are the 'Trouble Shooters?" NOTE: These are independent problem solvers you can count on for last minute situations. For example, if the microphone battery dies.

Who will run sound?

Do you have all the music?

Is the music cued and In order?

Do we need people assigned to greet and be the host for guests?

If it is a relay, activity, game, have we practiced it ourselves to see if there are any issues?

F. **Clean-up...**

Who will do it?

When is the best time?

Is all trash in garbage cans?

Has all equipment been properly stored?

Who will return rented and borrowed equipment?

Does it look like we were never there?

Thank you notes...

Who should get them?

Who will write them and deliver them?

G. **Evaluation...**

Was everything there when it was needed?

Were enough people involved?

Did we reach out to people not in leadership positions?

Was there a minimum of chaos?

Did we have "all our bases covered?"

Was it a QUALITY product or event?

What made It so?

Were enough people Involved In clean-up?

Did they stay until it was complete?

Did the facility look as good as (or better than) it did before we started?

Did we write "Thank You" notes to everyone who should get one?

Did we remember to deliver them?

Was all equipment returned?

Are there any tasks we still need to complete?

Who will do them?