

**Recognize that events are time consuming to organize and complete---but the opportunity to positively interface with families provides powerful relationship building and learning opportunities. Events should contribute towards accomplishing the mission of your program. Also, consider that events done well can be powerful promotional events---if it was a success they will be talking about it to their friends, families and neighbors! Events that are not effectively managed can result in negative impact and that should be avoided ☹**

## **Event Planning Guide**

What is your programs mission statement?

Goal for this event (tie into the above program mission):

Additional goals or outcomes:

What / Activity or Event:

Attendance goal:

Resources Needed:

Budget

How will the event be funded?

Give-away treats or rewards, handouts

Supplies

Staff

When / Date / Time:

Where /Location:

Who / Guest List:

Promotions / Invitations- event reminders or follow-ups

- 1
- 2
- 3

Workforce:

How will families be involved?

Registration Details:

☐ nametags    ☐ greeters    ☐ icebreaker

Food / Refreshments:

Decorations:

Back-up Idea:

Wrap-up:

How can absent families benefit from the event or receive program content?

What follow-up can reinforce the goal of the event?

What level of success did your event achieve? (numbers, % attendance, time engaged, were any under-engaged families attending ...)

Who will take leadership role for summarizing the event?

Was goal(s) met?

What part of the event would you definitely do again?

One thing you would do differently if you did this again?