

A Road Map to Event Planning

•When you begin to plan programs/ events you need direction follow the map below it will help you understand the basic components of event planning

Seeing the Signs:

•Begin by generating ideas



ideas ideas ideas ideas ideas



• Merge ideas until you settle on one.

Map out the Route



- Set a date
- Set a time
- Set a destination
- Who is going



Get the Green Light

- permission
- reserve space
- permits/licenses

Determine the mileage

- Cost
- Who benefits
- What would be exciting

30 Days to Event

Next Exit

Food Service

AV/Tech Support

Room Reservations

Copy Center



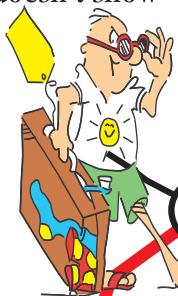
Maintenance

Anticipate possible problems

- rain
- power outage
- committee doesn't show



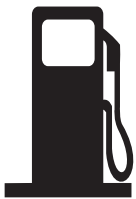
Business Office



Event

- Pay Bills
- Write Thank You Notes

Re-Fuel and head for home



Evaluate the event

- ask others besides group members
- Learn from your mistakes

Pay Toll Ahead

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EVENTS

Who to Take:

As leaders we tend to think we are the ones who have to have “all the answers”. It is important to remember you have other people in your group who are full of good ideas, will HOPEFULLY look at things differently, and have different experiences and skills.

As the leader you need to assess your groups abilities and figure out who these people are and how they can benefit the group.

One way of doing this is by knowing what you need from your group members. Knowing how to effectively plan programs will enable you to develop criteria and ideas about what kind of people you need.

- Technicians
- Organizers
- Artists
- Designers
- Task masters
- Detailers
- Idea person
- Expert
- Other _____

Pre-trip Check List:

- Develop ideas/plan
- Make Reservations
- Determine Costs
- Who will go (committee)
- Who will we go to see (audience)
- What detours, road blocks on route



What to Pack:

- Dress
Is it casual or formal?
- Equipment
stage, sound, tables, chairs, games
- Food
catering, pot luck, donations
- Who is bringing the napkins?
supplies for event



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