**Event Planning Outline**

**1. Determine what type of event you are planning on having**

-Does this event require paid attendance

-Does this event need food, drinks, entertainment etc

-Does this event need to be advertised to the public or is a private invite only event

**2. Determine a budget based on the above**

-Maybe you already have a budget to work with

-What are the biggest purchases: facility reservation etc

-Can attendance offset costs?

-Can you collaborate with other organizations to help offset costs?

**3. Put together a checklist**

-negotiate any costs and get a signed contract

-what projects need to be handled prior to the event 2, 3, 4 months/weeks in advance

-preplan preplan preplan

-Have a contingency plan

**4. Day of the event**

-Make sure that you have enough people to help you

-Make sure that all bills are paid that need to be paid prior to event

-If it is a paid event make sure that all attendees have prepaid or a check in station is established

-make sure all collateral is printed and make extras