

Teen Talk/Wellness Month Project/Event Planner

Go Beyond:

Event Overview

Sign- Ups	Brooklyn Adams, Ja'niya Davis, Clarke Cornwell, Katherine Ramirez, Noely Recinos, Kaitlyn Gomez, Liliana Balmaceda, Helen Morales , Madison Jacquette Tutu Togogae Jade Rodriguez Desiree Velazquez Darly Sanchez Esmeralda Jeronimo
Date:	
Time of Event:	
Location(s):	
Description:	
Purpose:	
# of Anticipated Guests:	
Special Guests:	

Materials Needed for Event:	
Estimated Cost/Budget:	

3-4 Months Before the Event

Activity	Person Responsible	Due Date
Establish planning group and appoint a lead team member.		
Hold planning meeting for event goals and details (How often? When? Where?).		
Establish job responsibilities (see example) - consider publicity, spokesperson, photographer, greeters, runners, etc.		
Determine funding and budget (are these school approved?).		
Reserve date on key attendees' calendars.		
Reserve event space - follow school protocol for reserving space and getting on school calendar.		
Determine date of event and reserve venue.		
Confirm speakers and speakers' needs.		
Determine guest list - gather contact information (Who are you inviting? How will they be contacted?)		
Discuss communication and promotion strategy - how will you publicize and let the audience know?		
Website: Add an 'Events' page on your Weebly site with information about your event.		

2-3 Months Before the Event

Activity	Person Responsible	Due Date
Create and print or email save-the-date cards, invitations, and related materials (i.e. map, etc).		
Meet with Project Manager and Social Media Manager to discuss publicity.		
Draft program agenda.		
Determine signage requirements (directional, backdrops, etc.).		
Determine on-site registration procedures, including ushers.		
Book event with caterer and establish preliminary menu / Determine if food will be served.		
Contact Transportation for parking assistance at your venue.		
Contact Campus Police for safety and security assistance.		
Contact vendors as required for rentals such as: tents, stage, podium, chairs, tables, AV equipment (sound, lighting, projector, computers, etc), flowers, plants, other decorations.		

4 Weeks Before the Event

Activity	Person Responsible	Due Date
Arrange for photographer.		
Approve final agenda and run of show.		
Draft script or talking points for speakers.		
Work with Project Manager and Social Media Manager on copy for publicity (on your Weebly site and other channels). Tell LA Promise Fund/ Girls Buildstaff about your event! #GirlsBuild @lapromisefund		
Meet with vendors on site, follow up on all orders.		
Consider site preparation (wifi needs, special cleaning, equipment, and trash removal). Contact the venue staff for assistance.		
Prepare event signage.		
Send electronic invitations.		
Recruit volunteers to help with setup and clean-up on the day of your event.		

2 Weeks Before the Event

Activity	Person Responsible	Due Date
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Review staffing assignments for day of event. This includes volunteers helping with your event.		
Meet on-site with operational staff such as transportation officials, A/V, Wifi setup, and volunteers to discuss responsibilities.		
Meet with caterer on site to discuss setup and final menu.		
Send out attendance update to planning team/key players.		

1 Week Before The Event

Activity	Person Responsible	Due Date
Review catering order and headcount.		
Print programs, name badges, seating charts, place cards, signage, etc.		
Confirm arrangements with vendors.		
Create run of show (from set-up to clean-up.		
Assign 2-3 floaters that will oversee all the different areas of your event and establish communication strategy for the day (texting, walkie talkies, etc.)		

24 Hours Before the Event

Activity	Person Responsible	Due Date
Contact caterer to verify all arrangements.		
Confirm security requirements.		
Ensure tent, chairs, tables, stage, podium are in place.		
Send reminder email to your volunteers and guests.		

Day of the Event

Activity	Person Responsible	Due Date
Begin setup at least 2 hours before your event. This includes setup of chairs, tables, podium, food, water, check-in table, signage, etc.		
Arrange printed material, name tags, etc. on registration table and make sure at least one person is there at all times.		
Check sound and lighting equipment with vendor(s).		
Ensure space and hook-ups are available for media.		
Ensure decorations are in place. Place water at podium.		

1-3 Days After the Event

Activity	Person Responsible	Due Date
Write thank you notes to speakers, volunteers, staff and others as appropriate.		
Complete written evaluation of the event with suggestions for future events.		
Coordinate event story and photographs with Social Media Manager.		
Make sure all vendors are paid.		
Add images to the website.		
Write up a description about the event for the website.		

Project Planner Example

Simon Tech Social Justice Student Organization
Project Planner: Street Vendor Campaign

Project Overview

Project Name:	Street Vendor Legalization Forum
Date:	April 16 and 17 City Council Meetings
Location(s):	Simon Tech Campus
Description:	An information forum about the current street vendor campaign Lead up Events: School Workshops, Petition Blitz
Purpose:	The purpose is to get people to participate in pushing city council to pass permits.

Time of Event:	9am to 12pm
# of Anticipated Guests:	50 people
Special Guests:	East LA Community Corporation, Local Vendors, City Council Jose Buscaino
Materials Needed for Event:	We need food, posters, copies of handouts, etc

3-4 Months Before the Event

Activity	Person Responsible	Due Date
Establish planning group and appoint a lead team member.	Adilene	Done
Hold planning meeting for event goals and details (How often? When? Where?).	Weekly on Tuesdays after school	
Establish job <u>responsibilities</u> (see example) - consider publicity/social media, speakers, photographer, greeters, runners, etc.	Done at Retreat	
Determine funding and budget (are these school approved?).	Adilene	January 10th
Reserve date on key attendees' calendars.	Nayeli	Feb 6th
Reserve event space - follow school protocol for reserving space and getting on school calendar.		
Determine date of event and reserve venue.	Estefania	Feb 6th
Confirm speakers and speakers' needs.	Paola	Feb 6th
Determine guest list - gather contact information (Who are you inviting? How will they be contacted?)	All	
Discuss communication and promotion strategy - how will you publicize and let the audience know?	Paola and Crystal	Feb 6th
Website: Add an 'Events' page on your Weebly site with information about your event.	Estefania	Feb 6th

3-4 Months Before the Event

Activity	Person Responsible	Due Date
Create presentation	Andrew and Karla	Feb 1st
Presentation Schedule	Everyone	Ongoing
Video and Photos	Estefania	
Social Media Materials	Brisa, Diane	

1 Month Before the Event

Activity	Person Responsible	Due Date
Presentations	Karla, Estefani, Emily, Yanaira Jerry	Various
Postering School	Leslie, Karla, Jasmine, Daniela,	
Website	Karla, Yanaira, Crystal Estefani	
Organize April Retreat	Adilene, Crystal	April 1st

2 Weeks Before the Event

Activity	Person Responsible	Due Date
Create Petition	Adilene and Diane	April 7th
Get Signature	ALL	April 13th
Organize delegation	Brisa, Estefani, Karla, Argetina, Damaris	April 13

1 Week Before the Event

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