



DATE
COMPLETED: _____

ACTIVITY #4C: Event Planning Worksheet

1. Action/Event: _____

2. Smart Chart (see Activity #3B)

3. Event Chair: _____

4. Assemble a Team:

Review and assign leadership roles (see Activity #4D).

5. Fill out the following chart on logistics:

Chair?	Timing	Volunteers?	Location?	Supplies?
<i>Who will take the lead?</i>	<i>When do you want to hold event? How much time do you need to plan it?</i>	<i>How many people will it take to put on such an event? Make a list of roles and who has volunteered to fill them:</i>	<i>What's the best place to hold this type of event? How many people do you expect?</i>	<i>What kind of supplies and equipment are needed to pull off a successful event?</i>

6. Break it down into manageable steps: Put steps into an Event Planning Timeline (see sample) and implement plan.

7. Hold event! Post about it!

8. Debrief: At your next club meeting, review event. Acknowledge all the hard work and fun your club had!