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:

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

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!