Planning & Organizing an Event

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| event summary |  |  |  |  |

What IS your event? (Example: Carnival, car wash, bake sale, etc.)

What will people do at your event? (Example: play games, participate in a contest, etc.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WHO |  |  |  |  |

Think about all of the people who are invited to or involved with your event (organizers, guests, volunteers, etc.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WHAT |  |  |  |  |

What are you going to do?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WHERE |  |  |  |  |

Where will your event take place?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| When |  |  |  |  |

When will your event take place?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| How |  |  |  |  |

How will

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Invitations |  |  |  |  |

Are you making the invitations by hand or on an electronic device?

How many invitations will you need?

When do you need to distribute them by?

What information will go on the invitations?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| RESOURCES |  |  |  |  |

What resources will you need?

How much will they cost?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| donation goal |  |  |  |  |

How much money are you aiming to raise?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| organizers |  |  |  |  |

Are you the only organizer?

Is anyone else involved?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Donations |  |  |  |  |

Why/how are people going to donate?

Will you donate online or write a cheque?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| GUEST RSVP |  |  |  |  |

Have you submitted your event to the “RSVP To An Event” page on the Shukrana Foundation Website?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| contacting |  |  |  |  |

Who do you need to contact?

Do you need to make reservations?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Publicity |  |  |  |  |

Have you submitted your event details to the Shukrana Foundations’ “Events” page?

How will people know about your event – will you design posters, notify people by email/social media?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| POst-EVENT |  |  |  |  |

Will you submit some photos and the details of your event to be posted on the Inspiring Fundraisers page?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MEMORIES |  |  |  |  |

Do you have camera equipment to take pictures / record videos?

Will you have a photographer at your event?