

IT'S TIME TO APPLAUD THIS COUNTRY'S VOLUNTEERS

Event Planning Template

EVENT NAME: _____

	STATUS	BUDGET	ACTUAL COST	LEAD	DUE DATE
PLANNING					
Determine the event					
Design the event scenario					
Book the venue					
COMMUNICATIONS & PROMOTION					
Develop banners and posters					
Create programs and other hand outs					
Produce PSAs and other advertising					
Develop your media release					
Prepare social media content					
GUESTS					
Create guest list					
Design invitations (include RSVP date)					
Deliver invitations (3 weeks prior)					
Design reminder note					
Deliver reminder note (week of event)					
Design thank you cards/emails					
Deliver thank you cards/emails					
AUDIO VISUAL REQUIREMENTS					
Obtain necessary equipment					
Book guest speakers					
Set up monitor/screen/microphone					
Test slideshow/video/audio before event					

The [Volunteer-Run Events 101 Volunteer Vibe blog](#) and event [planning checklist](#) are also helpful resources when planning any event.