



THE 5 STEPS OF EVENT PLANNING:

The ins and outs to make
your service event a **HUGE**
success!!!!!!


1. WHAT KIND OF EVENT?

- Fundraising
- Service
- Ceremony/celebration
- Educational
- Party



2. VOLUNTEER RECRUITMENT



- Request volunteers through VCSC weekly email
 - Include volunteers in planning process
 - Volunteers are needed for behind the scenes before and during event
 - Make sure to record volunteer hours and give **EVERYONE** a nametag
- 

VOLUNTEERS

Organization

- Delegate duties
- Assign time slots
- Make the key leaders or point people

Outside

- Collaboration between student organizations
- Orientation/training
- Make sure they know what's going on



4. ADVERTISEMENT



- Who are you targeting?
- Use your resources and talents
- Go Green!!!!
- Make sure logos and signs are okayed with school or agency
 - Check with school districts
 - Buildings with solicitation regulations



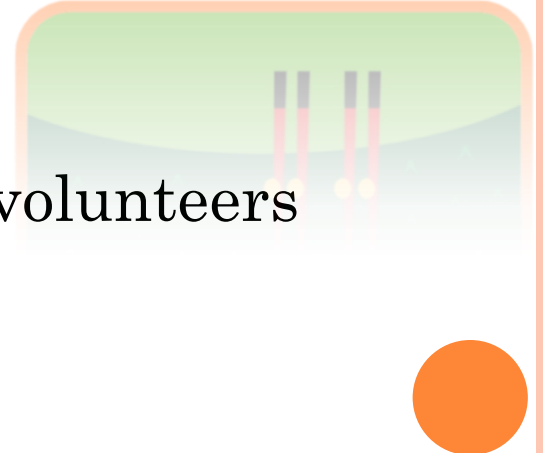
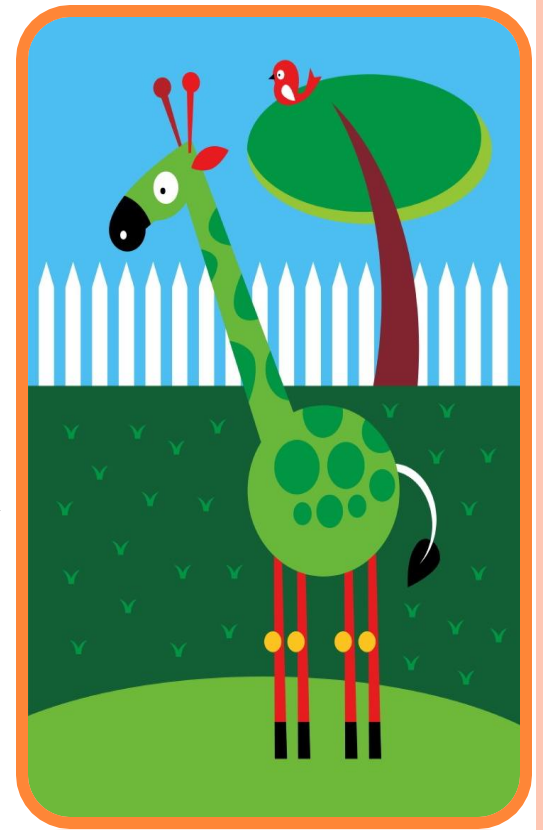
COME AT IT FROM MULTIPLE ANGLES

- Newspaper article
- Radio
- Posters
- TV
- Bulletins
- Personal invites
- Tabling
- Sidewalk chalk
- Facebook



3. DETAILS

- Room Reservation
- Audio Visual
- Catering Requests
- Digital Camera/Digital Video Camera
- Reimbursement
- Van Reservation
 - Registered drivers
- Security/Facilities
 - Parking, emergency contact
- Permission slip for children under 18
- Reminder emails to participants and volunteers
- Directions
- MORE and MORE DETAILS.....



5. DAY OF EVENT

- ✓ Arrive early to set up/prepare
- ✓ Sign in participants and volunteers
- ✓ Make sure leaders have:
 - ✓ Agenda
 - ✓ Emergency contact list
 - ✓ First Aid Kit
 - ✓ Any additional information
- ✓ Have alternative/backup plans
- ✓ Enjoy the event and be responsible
- ✓ Clean up after event

Always Be Prepared! ●

REAP THE SUCCESSES:

- Take a breath and reflect on the event
- Follow up and Thank you notes
- Start planning for your next event

