

EVENT PLANNING CHECKLISTS

BEFORE EVENT	DURING EVENT	AFTER EVENT
Have meeting with your team in February	Check in on event day, before event	Meet after event day
Review scorecard and record.	Discuss with team:	Review scorecard and record.

Basics:	Have we got a plan to deliver our intended messages?		
	Is someone taking charge of the surveys? Bringing pens/pencils as necessary?	Have we got copies of the survey and pens/pencils on hand for participants? Who is going to distribute, explain and collect them?	What did surveys say?
	How many people are we expecting? From what age/demographic?	Is someone taking a headcount?	How many came?
	Do we have enough space, food, supplies, prizes, materials, etc?		
	How are we tracking toward our budget?		How much did we spend?

Other logistics:	Have we checked our online event listing and supplied any missing information?	Have we completed our event setup?	Have we paid venue, vendors?
	Confirmed the venue?		
	Briefed our volunteers?	Instructed our volunteers?	Thanked our volunteers?

Advanced:	Have we designated a media co-ordinator?	Are we ready to take photos, video and gather quotes?	
	Invited local media?	Talk to local media?	Did we get coverage?
	Designated someone to take photos?		
	Designated someone to take videos?		Did we post or share photos, videos, quotes?
	Designated someone to quote participants?	Are we live-tweeting/posting?	
	Set up social media platforms?		
	Watched the social media webinar?		
	Have we invited other groups, organizations in our community to attend or help us deliver? Local dignitaries? Other outreach organizers?	Have we welcomed guests?	Thanked guests for coming?
	Have we prepared our volunteers with age-appropriate explanations, interactive games or activities?	Are the participants interested and engaged?	
	Are we prepared to demonstrate diversity?		How did we do?
	Are we prepared to improve over last year?		How did we do?

Bonus:	Did we subscribe to the newsletter?	Are we sharing 'Overheard at NEM' quotes?	Are we promoting other chapter's events?
	Are we promoting NEM Ontario campaign?		