

How to Plan an Event

USE THESE STEPS TO GUIDE PLANNING FOR YOUR NEXT HALLIE'S ANGELS EVENT:

1. Choose a cause and write a brief description of the project idea.
2. Set goals for the event and write down what results you aim to achieve.
3. Make a to-do list with dates for finishing each item.
4. Make a list of the people involved and their roles in the project.
5. Make a list of things you need and who's responsible for them.
6. Make a budget—What will you spend money on? How much money do you plan to raise?
7. Find a place and time for the event.
8. Make a list of possible contributors and start to contact them.
9. Reserve resources and equipment you'll need for the event.
10. Promote the event.
11. Host the event.
12. Send thank-you notes.
13. Use the "Project Afterthoughts" worksheet in this Organizer to evaluate your project.

Planning Tips

Finding a place:

- Consider one of your homes, a school, a community center, a park, or a local business. You can also ask other people for ideas.

Finding a time:

- Think about what times and dates make sense for those who will come to your event, the organizers, and the site.
- Plan your school night events for a Tuesday, Wednesday, or Thursday so you have the beginning of the week to do any last-minute publicizing.
- Saturday afternoons can be good times for volunteer projects.

Sources for funding:

- Visit LoveHallie.org/Grant and fill out a grant application.
- Go to your student government or school board and ask for financial support.
- Find local groups and businesses with a focus similar to your cause, and ask whether they would be interested in helping out—or even cosponsoring your event.

Promote the event

Let your community know about the event:

- Post flyers in classrooms, school hallways, community centers, and local businesses.
- Send email notices to the student body, faculty, and organizations.
- Publish notices in newspaper calendar sections. (See "Press Release Template" in the Stay Organized section.)
- Place announcements in school or community bulletins.

