

# EVENT PLANNING

## Checklist



FOCUSING *the*  
**FATHERHOOD**  
**FLAME**  
Community Conversations Starter Kit

Adequate planning time is essential to a successful event. Whether you have 3 weeks or 3 months to prepare for your FLAME Community Conversations event, the Planning Checklist will guide you to the finish line.

Once a date for your event is established, begin assigning due dates to the items on the checklist to keep progress moving as your event approaches.

<i>Task</i>	<i>Due Date</i>
Determine event location, dates and times	
Develop event budget	
If selecting an outside venue, develop and send a Request for Proposal (see Event Specification Example in Event Resources section of FLAME Starter Kit) <i>Include:</i> Dates, space needs, food & beverage needs, and audiovisual needs	
Conduct site visits of top venue choices	
Finalize date and sign contract with venue	
Determine staff roles and how many volunteers are needed	
Confirm session facilitators and event emcee	
Develop registration plan	
Finalize registration testing if using an online form	
Identify needs for event supplies and services, such as audiovisual (AV) support	



<i>Task</i>	<i>Due Date</i>
Gather quotes and secure contracts from outside vendors (e.g., photographers, AV suppliers, etc.)	
Conduct site visit to confirm all details with venue	
Develop on-site staffing plan	
Order any supplies needed for on site	
Finalize event specifications such as room set-up and confirm menu with venue (if applicable)	
Create welcome slides using PowerPoint Template provided in FLAME Starter Kit	
Conduct pre-event staff meeting to review roles and responsibilities and the run-of-show	
Print event materials (e.g., signage, table tents, etc.)	
Print and combine attendee materials to provide at check-in	
Provide facilitator guides to session facilitators and discuss details of the event	
Prepare shot list for photographer (if applicable)	
Submit signed banquet event orders to venue (if applicable)	
Print and assemble name badges for check-in, using name badge template provided in FLAME Starter Kit	
Send final guarantee number to venue/caterer (usually due 72 hours prior to the event)	



<i>Task</i>	<i>Due Date</i>
<b>DAY OF:</b>	
Conduct check-in meeting with staff and volunteers, and go through run-of-show for a final review of the day	
Check room sets and place signage	
Test AV equipment and conduct sound check	
Set up registration desk for check-in	
Greet facilitators and prep them for the day	
Distribute feedback form to attendees at end of event	
<b>POST-EVENT:</b>	
Create final attendee list	
Prepare and send thank you letters	
Compile feedback results, photos, testimonials, and other miscellaneous information to submit to OFA	

