

Event Planning Checklist

Event Title: _____ **Event Date:** _____

Outreach & Publicity			
To Do	By Who	By When	Completed (date)
<input type="checkbox"/> Make sure event is on school calendar			
<input type="checkbox"/> Make bilingual fliers for the event			
<input type="checkbox"/> Email teachers with details about the event			
<input type="checkbox"/> Copy fliers and distribute to teachers			
<input type="checkbox"/> Post fliers around school & on bulletin boards			
<input type="checkbox"/> Write phone message to be sent by the automated call system (if available)			
<input type="checkbox"/> Send group text message (if available)			
<input type="checkbox"/> Create Facebook event and/or e-vite and email to families			
<input type="checkbox"/> Email families with event info			
<input type="checkbox"/> Make large banner and post by front gate			
<input type="checkbox"/> Day of – make sure the event is publicized in front of school			
<input type="checkbox"/> Post directional signs on morning of event			
Space & Equipment			
To Do	By Who	By When	Completed (date)
<input type="checkbox"/> Arrange for use of needed rooms. Sign up for space in shared site binder if needed.			
<input type="checkbox"/> Make necessary arrangements with custodians for set up and clean up			
<input type="checkbox"/> Reserve/arrange for microphone, projector or other a/v equipment			

Translation			
To Do	By Who	By When	Completed (date)
<input type="checkbox"/> Arrange for event translation			
<input type="checkbox"/> If you need the head-sets for simultaneous translation <ul style="list-style-type: none"> ○ Arrange with OCO (510-639-1444) for pick up and how many boxes ○ Buy a box of 9Volt batteries to donate to OCO for use of this equipment 			
Childcare			
To Do	By Who	By When	Completed (date)
<input type="checkbox"/> Contact childcare provider/s with date/times			
<input type="checkbox"/> Arrange payment for childcare <input type="checkbox"/>			
<input type="checkbox"/> Ensure room is prepared for childcare <input type="checkbox"/>			
Food			
To Do	By Who	By When	Completed (date)
<input type="checkbox"/> Decide on food vendor			
<input type="checkbox"/> Order food ahead of time (know how you will pay - cash, credit card), and arrange for delivery or pick up			
<input type="checkbox"/> Check supply of plates / utensils / cups / napkins and get more if needed			
Set up / clean Up			
To Do	By Who	By When	Completed (date)
<input type="checkbox"/> Arrange for volunteer crew for set-up and clean-up (arrive early / stay late)			
<input type="checkbox"/> Prepare sign-in, nametags, handouts, evaluation form, flyers for future events, and other needed materials such as dry erase or flip chart, etc.			
<input type="checkbox"/> Arrange room, set up projector 30 minutes before start time			