



HELPING COMMUNITIES HAVE DIFFICULT CONVERSATIONS

Event Planning Checklist

A simple starting point for turning your idea into a community event.
You don't have to start from scratch.

This checklist is designed to help you move from an idea to an organized community event—one step at a time.

Prevention is easier than rescue.

Sometimes prevention begins with simply creating a place where people can ask questions and have conversations.

STEP 1 — BRING TOGETHER YOUR PLANNING TEAM

- ☐ Identify 3–6 people who can help plan the event
- ☐ Choose one person to coordinate the overall event
- ☐ Divide responsibilities among the team
- ☐ Set a target date
- ☐ Decide on your approximate number of attendees
- ☐ Identify your available venue and rooms





Event Planning Checklist con'd

Responsibility	Person	Contact
Event Coordinator		
Speakers/Workshops		
Community Partners		
Food/Refreshments		
Registration		
Volunteers/Youth Activities		
Promotion/Media		
Funding/Sponsorship		





Event Planning Checklist con'd

STEP 2 — DECIDE WHAT YOUR COMMUNITY NEEDS

- ☐ Review the topic ideas in the resource guide
- ☐ Choose 4 workshop topics
- ☐ Consider what families in your community may be experiencing
- ☐ Identify local organizations that could provide information or support
- ☐ Consider whether a youth activity or family component would be appropriate

Our four topics:

1. _____

2. _____

3. _____

4. _____

STEP 3 — BUILD YOUR COMMUNITY TEAM

- ☐ Identify potential speakers
- ☐ Contact community organizations
- ☐ Invite resource tables/booths
- ☐ Contact local businesses for sponsorship or donations
- ☐ Explore food and refreshment donations
- ☐ Explore door-prize donations
- ☐ Identify possible media/community promotion partners





Event Planning Checklist con'd

STEP 4 — PLAN THE EVENT

- ☐ Confirm venue
- ☐ Confirm date and times
- ☐ Confirm speakers
- ☐ Confirm community partners
- ☐ Confirm food
- ☐ Plan registration
- ☐ Create workshop rotation groups
- ☐ Arrange rooms and signage
- ☐ Arrange volunteers
- ☐ Plan children's/youth activities if needed
- ☐ Arrange accessibility accommodations
- ☐ Prepare emergency/crisis and referral information

STEP 5 — PROMOTE & REGISTER

- ☐ Create event poster
- ☐ Promote through school/church/organization channels
- ☐ Contact local media
- ☐ Open registration
- ☐ Collect only the information you need
- ☐ Assign attendees to workshop groups
- ☐ Send confirmation/reminder information





Event Planning Checklist con'd

STEP 6 — FINAL CHECK

- ☐ Confirm every presenter
- ☐ Confirm every community booth
- ☐ Confirm food and beverages
- ☐ Confirm volunteers
- ☐ Print registration lists
- ☐ Prepare name tags/signage
- ☐ Prepare workshop rooms
- ☐ Prepare resource materials
- ☐ Prepare door prizes
- ☐ Confirm photography/recording arrangements
- ☐ Make sure everyone knows who to contact if a sensitive concern arises

Then you're ready.

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