



Planning an Event

Ten Foolproof Tips for a Great Event!

Whether you want to host your Kickoff Event or launch your action strategies – use these top 10 tips to help you make your event a success. Be sure to get everyone involved and have fun!

- 1 Figure out what kind of event you want to throw (for example, a pep rally or school-wide assembly). Then decide what theme fits with the event (e.g., a recycling theme for Earth Day or a museum to display student artwork).
- 2 Jot down some of your ideas and what steps you'll need to take your event from start to finish.
- 3 Talk to your Program Advisor(s) to get input and approval on your ideas. Your Program Advisor(s) can help make sure your event runs without a hitch!
- 4 Choose a variety of classmates with different talents and skills to form a team that can help make your event happen. Assign roles and responsibilities to each person.
- 5 If you have announcements you want to share with your classmates, find a great presenter who can lead or speak at the event, such as a student council officer or a sports team captain.
- 6 Choose a date and a fun location to hold your event.
- 7 Pull together all resources and materials necessary for decorating and props, such as large sheets of paper, paint, tables and chairs, a mini stage or a microphone. (See Tips for Engaging Businesses to see how you can get support from local businesses.)
- 8 Publicize your event! Make and hand out flyers or put up posters to tell everyone at school about the big event. Check out Publicize Your Results.
- 9 Work with your team and Program Advisor(s) to make a timeline for planning your event – and follow it! This will make everything move a lot smoother. (Plan to have all the details for the event ready and set at least two days before the big day. That way, you can relax and have fun – instead of being stressed out at your own party!)
- 10 Thank everyone for their participation, and don't forget to clean up after the event.