



Planning an Event

Ten Foolproof Tips

Whether you want to host your Kickoff event or launch your Healthy Eating and Physical Activity Plays, 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 follow to take your event from start to finish.
3. Get input and approval from your Program Advisor(s) to help make sure your event runs without a hitch!
4. Choose a variety of students with different talents and skills to put together a group that can help make your event happen. Assign roles and responsibilities to each person.
5. If you have announcements you want to share with students, 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 and Tools 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 [Spread the Word - 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.