

Outreach Event Checklist



To Do

- Event Planning- What is your Vision?
- Select Activity and Event Format
- Create Supplies List
- Research additional costs
- Create Budget
- Request funding
- Enlist volunteers
- Contact schools and organizations for collaborations
- Reserve space for the event if needed
- Purchase supplies, gifts, anything you can buy ahead of time
- Make plans for food and place order (catering, lunch, snacks, drinks, etc)
- Confirm final event schedule with team and collaborators
- Last minute preparations and
- Set up the room
- Host a successful event!
- Write a summary report to submit to department and keep for chapter records
- _____
- _____
- _____