

Checklist

Step 1

- Get permission from: _____
- Date: _____
- Time: _____ until _____
- Venue: _____
- Make a Facebook event page
- Send invites! Number of guests: _____
- Call to action: _____
- Main event organizer(s): _____
- Smaller teams to be led by: _____

Step 2: Plan it

- Reach out to talent and plan other content:
 - Performers
 - Speakers
 - Videos
 - Other: _____
 - Other: _____
 - Other: _____
- Rent or borrow materials and resources:
 - Lighting
 - Camera(s)
 - Chairs/seating
 - Decorations
 - Other: _____
 - Other: _____
 - Other: _____
- Setup to be done by: _____
- Takedown to be done by: _____
- Plan for reaching our fundraising or awareness-raising goal: _____

- Plan for what to do if issues arise:
 - Issue #1: _____
 - What we'll do if this occurs: _____

 - Issue #2: _____
 - What we'll do if this occurs: _____

 - Issue #3: _____
 - What we'll do if this occurs: _____

- Confirm all speakers and performers
- Finalize the event schedule
- Write the event script

Step 3: Promote it

- Remind all speakers and performers of the event
- Promote the event in school and to the community.
We will do this by:
 - Making and putting up posters
 - Sending out emails
 - Sharing info on social media
 - Making morning announcements
 - Visiting classrooms
 - Other: _____
 - Other: _____
 - Other: _____
- Contact the local media and ask them to advertise your event

AN INITIATIVE OF



MADE POSSIBLE BY



Step 4: Make it happen

The day before your event:

- Do a full rehearsal with the speakers and performers, and the video and sound equipment
- Make sure there are enough chairs set up with a view of the stage

The day after your event:

- Set up any food or refreshments you plan on serving
- Set up your space backstage
- Make sure the stage manager is prepped
- Do a sound and video check
- Have ushers greet guests and show them to their seats
- Have fun!

Step 5: Reflect on it

- Congratulate yourselves for pulling off such a successful event!
- Thank all volunteers, speakers, performers, special guests, etc. Ways to give thanks:
 - Send out personalized thank you cards or letters
 - Send out emails
 - Give a big shout out on social media
 - Make an announcement on the school P.A. system
 - Other: _____
- Hold a debriefing session and find out what went well and what could be improved for next year
- Post pictures of the event to your Facebook event page
- If your event was also a fundraiser, announce how much money you raised on your Facebook event page
- Contact your WE Schools Coordinator and let them know how your WE Day X went

