

# 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

