

## Project/Event Planner

Event Name:	Wooden Closet Opening
Date:	April 4th, 2024
Location(s):	Wooden HS
Description:	A closet for students who may be going through a hard time and may need something to wear, or basic hygiene necessities.
Purpose:	Provide a place where the students can go to grab some clothes that they may need, and could be too embarrassed/shy to ask. Mental health is often jeopardized when teens are going through things that are out of their control. There are students the go through living situations that we don't know about, and often they are in need and don't know where to go to grab basic essentials that they don't have access to. We want to be that place where they can go for basic necessities.
Time of Event:	11:30am-1:00 PM
# of Guests:	75
Special Guests:	Local School Board Member
Materials Needed for Event:	Stand alone closet, Garment Racks, storage bins, signage, ribbon, tablecloth, air pump, balloons, hygiene items, and clothes (donated or new). Light refreshments for guests.

## 3-4 Months Before the Event

Activity	Person Responsible	Due Date
Establish planning group and appoint a lead team member.	Michelle	12/7
Hold planning meeting for event goals and details (How often? When? Where?).	Nataly	On Going
Establish job <u>responsibilities</u> (see example) - consider publicity, spokesperson, photographer, greeters, runners, etc.	Nataly	12/7
Determine funding and budget (are these school approved?).	Michelle & Coordinator	12/7
Reserve date on key attendees' calendars.	Closet Team	12/7
Reserve event space - follow school protocol for reserving space and getting on school calendar.	RM 8	Done
Determine date of event and reserve venue.		Done
Confirm speakers and speakers' needs.		Done
Determine guest list - gather contact information (Who are you inviting? How will they be contacted?)	Jackie	12/7
Discuss communication and promotion strategy - how will you publicize and let the audience know?	Closet Team	12/13
Website: Add an 'Events' page on your Weebly site with information about your event.	Jackie	12/15

Notes:

## 2-3 Months Before the Event

Activity	Person Responsible	Due Date
Create and print or email save-the-date cards, invitations, and related materials (i.e. map, etc).	coordinator	
Meet with Project Manager and Social Media Manager to discuss publicity.	Team	
Draft program agenda.	Perla & Stephanie	2/15
Determine signage requirements (directional, backdrops, etc.).	Perla & Stephanie	2/15
Determine on-site registration procedures, including ushers.	n/a	
Book event with caterer and establish preliminary menu / Determine if food will be served.	n/a	
Contact Transportation for parking assistance at your venue.	n/a	
Contact Campus Police for safety and security assistance.	n/a	
Contact vendors as required for rentals such as: tents, stage, podium, chairs, tables, AV equipment (sound, lighting, projector, computers, etc), flowers, plants, other decorations.	n/a	

Notes:

## 4 Weeks Before the Event

Activity	Person Responsible	Due Date
Arrange for photographer.	Team	3/7
Approve final agenda and run of show.	Team	3/7
Draft script or talking points for speakers.	Team	3/7
Work with Project Manager and Social Media Manager on copy for publicity (on your Weebly site and other channels). Tell LA Promise Fund/ Girls Buildstaff about your event! #GirlsBuild @lapromisefund	Team	3/7
Meet with vendors on site, follow up on all orders.	n/a	
Consider site preparation (wifi needs, special cleaning, equipment, and trash removal). Contact the venue staff for assistance.	n/a	
Prepare event signage.	Team	3/7
Send electronic invitations.	n/a	
Recruit volunteers to help with setup and clean-up on the day of your event.	team	3/7

Notes:

## 2 Weeks Before the Event

Activity	Person Responsible	Due Date
Review staffing assignments for day of event. This includes volunteers helping with your event.	Jasselyne	3/21
Meet on-site with operational staff such as transportation officials, A/V, Wifi setup, and volunteers to discuss responsibilities.	n/a	
Meet with caterer on site to discuss setup and final menu.	n/a	
Send out attendance update to planning team/key players.	Jasselyne	3/21

Notes:

## 1 Week Before The Event

Activity	Person Responsible	Due Date
Review catering order and headcount.	n/a	
Print programs, name badges, seating charts, place cards, signage, etc.	Karla	3/28
Confirm arrangements with vendors.	n/a	3/28
Create run of show (from set-up to clean-up).	Team	3/28
Assign 2-3 floaters that will oversee all the different areas of your event and establish communication strategy for the day	Karla	3/28

Notes:

## Day of the Event

Activity	Person Responsible	Due Date
Begin setup at least 2 hours before your event. This includes setup of chairs, tables, podium, food, water, check-in table, signage, etc.	Jennifer	4/4
Arrange printed material, nametags, etc. on registration table and make sure at least one person is there at all times.	Jennifer	4/4
Check sound and lighting equipment with vendor(s).	n/a	4/4
Ensure space and hook-ups are available for media.	n/a	4/4
Ensure decorations are in place.	Julianna	4/4

Notes:

## 1-3 Days After the Event

Activity	Person Responsible	Due Date
Write thank you notes to speakers, volunteers, staff and others as appropriate.	Julianna	4/11
Complete written evaluation of the event with suggestions for future events.	Perla & Karla	4/11
Coordinate event story and photographs with Social Media Manager.	Team	4/11
Add images to the website.	Team	4/11
Write up a description about the event for the website.	Team	4/11

Notes: