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| **Step 1: Goal Setting** |
| Vision: |  |

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| Attendance Goal: |  |

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| Program Goals (Why are we doing the event?): |
| Goal 1: |  |
| Goal 2: |  |
| Goal 3: |  |

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| Financial Goal: |  |

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| **Step 2: Logistics** |
| Start Date: |  | Start Time: |  |
| End Date: |  | End Time: |  |

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| Location: |  | Reserved: |  |

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| **Step 3: Authorization and Director Pledge (if overnight event or day camp)** |
|  | Event Chair | Staff Advisor | Council Committee |
| Name: |  |  |  |
| Role: |  |  |  |
| Signature |  |  |  |

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| **Step 4: Backdating (initial)** |
| Milestones defined: |  |
| Milestone dates set: |  |
| Milestones reviewed by Staff advisor: |  |
| Milestones reviewed by Council Committee: |  |

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| **Step 5: Budget** |
|  | Initialize | Date Initialed |
| Developed by Activity Chair: |  |  |
| Reviewed by Staff Advisor: |  |  |
| Approved by Council Committee: |  |  |
| Submitted to Council  |  |  |

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| **Step 6: Promotion** |
|  | Created | Approved |
| Registration Setup: |  |  |
| Digital Assets created: |  |  |
| Web page setup: |  |  |
| Flyer Made: |  |  |
| Newsletter article: |  |  |
| Send to District Executives: |  |  |
| Send to Round table chairs: |  |  |
| Social Media plan: |  |  |
| Informational Webinar: |  |  |

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| **Step 7: Recruit Staff / Committee** |
|  | Count | Lead |
| Planning: |  |  |
| Promotion: |  |  |
| Logistics: |  |  |
| Registration: |  |  |
| Program: |  |  |
| Treasurer: |  |  |
| Food: |  |  |
| Health and safety: |  |  |
| Backup: |  |  |

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| **Step 8: The Event** |
| The event is yours! You have planned it! You have a strong team! There will be challenges, but you and your team have it covered. Make it amazing! |

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| **Step 9: Wrap-Up** |
| Adjournment team meeting/celebration: |  |
| Receipts submitted: |  |
| Reimbursement requests submitted: |  |
| Close-out report: |  |
| Wrap-up Meeting |  |