Westchester Institute
for Human Development

Event Planning Template

**FOR QUESTIONS ON THIS GUIDE PLEASE EMAIL BRENDAN KLEIN AT
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Questions:	Write your responses below ↓
Event Leader (Your name):	
Who will support you in planning this event?	
What are 3 events you would like to lead?	1. 2. 3.
Who are 5 people you would like to invite?	1. 2. 3. 4. 5.
Which event will you organize using this guide?	
Event date:	
Location/Venue:	
Contact person for the venue:	
Contact person's phone number:	

Planning:

Event ideas for inspiration:

Watching a movie or sports game at your home or a local bar

Going on a walk

Playing miniature golf

Going to the movie theater

Game night

Selecting a location:

● Is it good for groups?
   ○ Yes
   ○ No

● Will there be enough seating, or can you reserve space?
   ○ Yes
   ○ No

● Will there be a minimum or maximum number of participants needed?
   ○ Yes
   ○ No

● Is it accessible for participants with physical disabilities?
   ○ Yes
   ○ No

● How will you handle weather issues? (i.e., rain, snow, extreme heat)
   ○ The event will be indoors.
   ○ The event will be outdoors.
   ○ Rain location:

- Do you plan to do a walk-through, or have you been there before?
  - Walk Through:
  - No need, I have been there before

Communications

Task:

Professional tip: When posting an event in a public forum, don't include your home address.

Is this an event you can invite strangers to or is it just for close friends?
  - Open to all
  - Only my friends

- Where are you publicizing your event?
  - Flier
  - Text/email friends
  - Facebook event
  - Instagram post
  - Other:

Example language for you to edit:

*"Join us for a fun day at [**NAME OF VENUE/ACTIVITY**] on [**DATE OF EVENT**]. We hope you can come for [**ACTIVITIES**]. You won't want to miss this! See the details of the event below."*

Write in the text of your event invite:

Have you called the venue to confirm the details?

o Yes o No	

Do you have a list of details prepared for your phone call with the vendor?

- o Number of guests:
- o Start and end time of event:
- o Food allergies:
- o Special accommodations (i.e., wheelchair ramp):

Did you post a reminder? (Recommendation: 2 days before the event)
- o Yes
- o No

Did you post a day-of reminder with any important information? (i.e. "Don't forget to bring $20 and a water bottle")
- o Yes
- o No

Staffing

Question:	Write your response below:
What helpers will be there to assist you?	
Who will greet the guests?	

Day of Event:

Task:

Did you arrange to get to the event 30-60 minutes before participants come?
- o Yes
- o No

Have you introduced yourself to the staff?
- o   Yes
- o   No

Do you have a list of participants attending the event?
- o   Yes
- o   No

Is your greeter at the door and ready to greet people?
- o   Yes
- o   No

Instructions for participants (answer only the ones that apply to your event)

Where do they buy tickets?

Where are the bathrooms located?

When does the event start and finish?
- o   Start time:
- o   Finish time:

Should they meet back at a certain time and place?

Where will you and the event helpers be during the event? (In case guests need something)

Other:

Did you ask if anyone has questions?
- o   Yes

o No

Throughout the event:
Task:

Did you introduce yourself to every guest?
  o Yes
  o No

Did you look around to see if anyone looked unhappy or confused?
  o Yes
  o No

If someone looked unhappy or confused, did you ask them how they are doing?
  o Yes
  o No
Notes:

End of Event:
Task:

Did you announce that it is the end of the event?
  o Yes
  o No

Did you say Thank you to people for coming?
  o Yes
  o No

Did you check off people's names as they left?
  o Yes
  o No

Did you make sure everyone left before you got ready to leave?   o Yes

o   No

After Event:

Pick any 2 questions below to discuss with your support person.

1. What went well?
   o   People had fun.
   o   People showed up on time.
   o   The instructions were clear, and everyone knew what to do.
   o   You collected money before people entered the event.
   o   You helped resolve an argument
   o   Other:

2. Were there any issues?
   o   There was an argument.
   o   Someone was unhappy or uncomfortable.
   o   Other:

3. What would you do differently next time?
   o   Collect money at the door.
   o   Publicize it more on social media.
   o   Other: