

# Planning An Event: Getting Started

Planning an event, whether it's a service event, fundraiser, or organization activity, involves many moving parts. With some organization and creativity, you can make it a huge success. Below is your roadmap.

## Step 1: Define Your Purpose

What is the goal of your event? Is it to raise funds, celebrate, or create awareness?

## Step 2: Set a Budget

Estimate expenses: List all potential costs- venue, decorations, food, etc.

## Step 3: Choose a Date and Location

Date: Check for conflicts (exams, holidays) and choose a suitable date.

Location: Consider size, location, facilities, and if there is a cost. Book in advance.

## Step 4: Plan Logistics

Timeline: Create a timeline leading up to the event and for the event day.

Supplies: Make a checklist of all needed items.

[Assess Risk](#): Use the [Event Planning Form](#).

## Step 5: Promote Your Event

Marketing Plan: Use social media, [press releases](#), posters, announcements to spread the word.

## Step 6: Coordinate Event Day

Gather your team for a final rundown of responsibilities.

## Step 7: Evaluate and Reflect

Collect feedback from attendees and team members. Complete an [event evaluation](#).

## Step 8: Give Yourself a Shout-Out and Thank Your Team

[Submit a press release](#) to your school's media outlets to shout-out your hard work.

Remember to write thank you cards or show your appreciation to everyone involved who helped make the event happen.