

## Event Planning Checklist

<input type="checkbox"/> Task	Questions to Consider
<input type="checkbox"/> Define the event	What is the hook or theme? Does it respond to real community needs and interests? How will it build literacy skills and family connections? How will you involve families in all stages of the planning process?
<input type="checkbox"/> Create an agenda/list of activities	What/how many activities will you offer?
<input type="checkbox"/> Assign responsibilities	Who will: Provide the literacy expertise and guidance? Set up the space? Greet and sign in participants? Lead activities? Provide refreshments? Stay and clean up?
<input type="checkbox"/> Create and distribute invitations or fliers	Who will design/produce them? Are they culturally inclusive? Into how many languages do they need to be translated? How many will you disseminate? How?
<input type="checkbox"/> Generate publicity	Who will write a press release? What other outlets are there to increase publicity? Can someone act as event photographer? If so, will you need photo releases?
<input type="checkbox"/> Secure necessary space and equipment	Where will the event take place? Will you need audiovisual equipment? How will you accommodate special needs (e.g. translators, accommodations for physical disabilities)?
<input type="checkbox"/> Locate supplies	What supplies will each activity require? Who will bring what? Can any local businesses or organizations make donations?
<input type="checkbox"/> Plan event evaluation	How will you measure success? Will you distribute a survey? Who will design, collect and compile it?



Will there be a reflection/ discussion at the end of the event?  
How will this event link with other activities to follow?

- Perform follow-up tasks      Who will capture post-event reporting (e.g. to the press, project administration, partners)?  
Who will write thank-you letters?  
What is the bridge to the next family literacy activity?