

Event Planning Worksheet

Event Name:

Date of Event:

<p>What is your cause?</p> <ul style="list-style-type: none">• <i>What issue do you want to support through your event?</i>• <i>Is there a particular organization you are wanting to work with?</i>	
<p>What do you want to achieve through this event?</p> <ul style="list-style-type: none">• <i>Are you interested in helping fundraise by collecting donations?</i>• <i>Are you trying to spread awareness?</i> <p><i>Knowing your goals can make planning your own event easier!</i></p>	
<p>What do you need to make your event a success?</p> <ul style="list-style-type: none">• <i>Do you need to prepare materials to hand out?</i>• <i>Do you need a table and chairs, or a laptop to show your video?</i>• <i>Do you need people to help you?</i> <p><i>Would the help of an adult be useful?</i></p>	
<p>How can you make your event fun?</p> <ul style="list-style-type: none">• <i>In what ways can your event be highly engaging for your audience?</i>• <i>Consider playing your video to catch the attention of people passing by.</i> <p><i>Remember, advocating for a cause close to your heart should be fun!</i></p>	
<p>How can you gain interest in your event?</p> <ul style="list-style-type: none">• <i>How will you let people know about your event?</i>• <i>It is useful to know who you are trying to target before you start to advertise. For example, if your desired audience is students, then putting posters around school may prove useful.</i>	