Community Event Organization Checklist

Pre-Planning

- ☐ Define event goals & objectives
- ☐ Set event date & time
- ☐ Establish budget
- ☐ Form organizing committee
- ☐ Choose event location/venue

Planning

- ☐ Secure permits and insurance
- ☐ Create event timeline & schedule
- ☐ Recruit volunteers/staff
- ☐ Arrange for equipment & supplies
- ☐ Coordinate with vendors/partners

Promotion

- ☐ Design promotional materials (flyers, posters)
- ☐ Promote event on social media
- ☐ Send press releases / announcements
- ☐ Outreach to community groups
- ☐ Set up RSVP or registration system

Event Day

- ☐ Arrive early for setup
- ☐ Manage check-in/registration
- ☐ Coordinate volunteers/staff
- ☐ Monitor event flow & resolve issues
- ☐ Oversee cleanup

Post-Event

- ☐ Hold debrief meeting
- ☐ Send thank-you notes to volunteers & partners
- ☐ Collect feedback / evaluations
- ☐ Finalize budget & report
- ☐ Archive documents & photos