

Plan a small event in 5 easy steps!

Write the vision. Brainstorm, get it all out there (but on paper) from:

- Why you should have it?
- Where it should be held?
- Who is invited?
- How much it will cost?
- Think about logistics too!

Read over what you wrote. Still think the event is a good idea? Great, let's get to work!

Know the purpose of the event and set goals! This will keep you focused. Whatever the purpose, to educate, fundraise, or network make sure everything around your event is working to accomplish your goals.

1. Determine the date

First, you should determine when you would like your event to take place. Give yourself enough time to plan. Develop a timeline to prepare for the event. Having an idea of when you would like to hold your event is important, try to find out if there are other events nearby on the same day that may interfere. Not to mention is it important to have a date to reserve the parish hall/venue/ location.

2. Prepare a budget

It is extremely important to know what your budget is. You want to avoid any situations where money could be an issue. Make calls and get quotes for everything you will need: a venue, speakers/talent, food, supplies, promotion and rentals etc. Once you have a clear notion of how much you will spend, you can determine if it is in your budget. If not, this gives you an opportunity to see where you can make adjustments to lower your costs. Then make a decision.

3. Find the location

Make sure you pick an adequate location for your event. Consider the environment indoor vs outdoor. Is it best to have it at the parish or a different venue? Before reserving the venue take a look at your budget - will you have enough to cover the other expenses too? (promotion, food, speakers, rentals, etc.) If so, make sure to know what the venue, hall, or center includes with the rental. If your event is at a parish find out what other events are going on the same day. Think about logistics! Now that you have asked all the questions answered, you can reserve the best location.

4. Get volunteers

In addition to your team, make sure you have a large number of volunteers. The more volunteers you have with different skills the better. Volunteers are important to help accomplish tasks that are essential to the overall event. For example, setting up, ushering, runners, to help clean up after the event. It is important to know your volunteers and make

sure they have a clear understanding of what your expectations are, if possible get volunteers who you trust! One more thing...be courteous and respectful at all times.

5. Work as a team

Delegate work to your team and let an experienced person coordinate all the activities. Large events work best when different people coordinate activities, under the supervision of one person. Please keep in mind that the team leader should be trusted by the team members. Being a team leader is a big responsibility make sure the person assigned has a clear vision of the event and its goals.

Now that you have a budget, a date, a location, and a team all you have to do is organize, promote and execute. You can do this!