



Event Planning Checklist

Overview

This checklist is designed to be used as a general guide for planning your event. Each location and event may have additional items that need to be completed specific to your venue and event. We encourage you to use this checklist and address any questions to your REC Foundation Event Engagement Manager (EEM).

When you have decided to host an event:

- Communicate your plans with your REC Foundation EEM. ([Support Map](#))
- Reserve the venue for the event day.
- Create a layout plan. Include check-in area, activity stations, presentation area for announcements and guest speakers, participants and volunteers snack/lunch areas, and accessibility.
- Determine if/how you will offer food, refreshments.
- Create a draft budget. Submit for purchase orders, if using.
- Register your event at [RobotEvents.com](#) at your earliest convenience. 150 Celebratory Girl Powered boxes will be shared with the first 150 registered and approved events by September 20, 2022.

August

Venue

- Update budget based on updated expense information.
- Confirm your reservation for the venue, including table and chairs.
- Review layout plan with your REC Foundation EEM.
- If you need to raise funds to execute your event, prepare fundraising letters to share with your local community partners and businesses. [Click here](#) for a fundraising letter template and other GP Workshops assets. **More:** [Fundraising Resources](#)
- Promote your event with your local media, school district, and social media outlets.

Supplies and Equipment

- Secure electronics needed for the event. This includes, but is not limited to: laptop, plus a backup, speakers, and a microphone.
- Printer to print certificates, along with a connector cable, extra toner, and paper.
- Projector and screen for an audience display. Additional displays may be required for larger events.
- Public announcer system to enhance the audience experience.
- Discuss additional equipment needs with your REC Foundation EEM.
- Order additional [giveaways](#) and/or [volunteer shirts](#).
- Determine the [activities for your event](#). Develop a supply list.

Volunteers

- Invite guest speaker/s. For Speaker invite letter template, visit the [Girl Powered Workshops Assets](#) page.
- Determine the number of volunteers needed and start recruitment.

Additional Items

- Create a safety plan and share it with local emergency and/or security service providers.
- Review the [Coach's Guide](#).
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September

Venue

- Promote your event and send out [press release](#)(s).
- Confirm your reservation for the venue, including table and chairs.

Supplies and Equipment

- Confirm equipment including electronics, computers, projectors, PA system.
- Purchase supplies for event activities.
- Purchase or [create Girl Powered giveaway items](#)
- If event is still not registered at [RobotEvents.com](#), do it ASAP. The 150 Celebratory GP boxes will be shared with the first 150 registered/approved events by September 20, 2022.
- If playing music, create a playlist that is cheerful and appropriate for all ages.
- Promote your event and send out press release(s).

Volunteers

- Confirm guest speaker/s.
- Continue to recruit volunteers.

Additional Items

- Create your agenda. It should include (but not limited to): Check In, Welcome Opening Remarks and a Girl Powered Video, [Girl Powered Pledge](#), Guest Speaker, [Activities](#), Closing Remarks, Distribution of certificates, and Check Out.
- Email registered individuals with event details and venue access instructions.
- Email your draft agenda to any invited speaker(s) or guests, such as administrators, sponsors, etc.
- Print out [Girl Powered Flyer](#) and add specific details of your event. Share with your peer schools for post in their school bulletin boards.
- Don't forget! Social media is a great way to advertise your event!
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October

Venue

- Confirm all venue details with the venue coordinator.
- Have an emergency contact for the facility in case of emergency or miscommunication.
- Review or develop a safety plan.

Supplies and Equipment

- Ensure that all electrical equipment is in good and in working order.
- Confirm equipment including electronics, computers, projectors, PA system are in working order.
- Organize supplies and activity materials: pens, self-stick notes, highlighters, paper, stapler, scissors, clipboards, and tape.
- Review contents of your Girl Powered box and develop distribution plan.
- Sort supplies for activity tables.
- Create additional giveaway items from Girl Powered website, if needed.

Volunteers

- Email all your volunteers the details about the event and share contact information.
- Confirm volunteers have reviewed event agenda and any activity documents for their roles.
- Create name tags for volunteers.
- If volunteer T-shirts are ordered, confirm delivery and/or organize shirts.

Additional Items

- Email registered individuals with final event details and any last-minute instructions and photo release.
- Finalize agenda.
- Create Welcome Packets/ Take Home Information for each participant with pertinent information about the event.
- Print and make copies of [materials](#).
- Review the [Girl Powered Playlist](#) for any videos to share.
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Day Before Event

Venue

- Check-in table with agenda, participant and volunteer registration lists, pens, giveaways.
- Make sure all cords are safely secured and are set up outside of high-traffic areas. Tape cords down for safety. Gaffers or Wrestling Tape is great for this as it doesn't stick to the floor or cover with non-skid rugs.
- Post signage, tape, and/or stanchions to direct safe and efficient flow of participants.

Supplies and Equipment

- Set up computer(s), printer, projector, screen, and PA system.
- Set up materials for activities.
- Print name tags and [certificates](#) for participants and volunteers.

Volunteers

- Ensure that assignments and supplies are available for volunteers, such as clipboards, activity directions, and pens and/or highlighters.
- For longer events, you may set up a Volunteer break area including snacks and water.

Day of the Event

- Smile! You got this.
- Greet your volunteers and participants! Make sure they receive a warm welcome and are directed to areas according to your plan.
- Make sure you or a key volunteer greets and welcome your guest speak(s).
- Ensure snacks (and/or lunch) and beverages are available for all volunteers and participants. Follow venue food/beverage policies.
- Ensure that trash containers are emptied and that restrooms are clean and well stocked.
- Thank your guest speaker(s), volunteers, coaches, mentors, parents, sponsors for their invaluable support.

Additional Items

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November

- Complete Girl Powered October Workshops post-event Survey by the deadline.
- Email event photos to gp@roboticseducation.org.
- Send a Thank you letter to your volunteers, supporters, and speaker(s). The template can be found at the [Girl Powered Workshops Assets](#) page.

Celebrate your accomplishments! Thank you for your partnership!