

# THE KidMin Event CHECKLIST

## 6-8 WEEKS OUT

- Why (In-reach/out-reach)
- Remember last year
- Set Date, Time & Location
- Budget?
- Design Graphics
- How many volunteers
- Assign Dept. Heads
- Will there be food
- \_\_\_\_\_
- \_\_\_\_\_

## 4 WEEKS OUT

- Make a Needs List and distribute
- Ask for donations
- Make Facebook Event
- Distribute postcards and flyers
- Double check venue
- Meet w/ all Dept. Heads
- \_\_\_\_\_
- \_\_\_\_\_

Date & Time:

Location:

Event Name:

## 2 WEEKS OUT

- Make Facebook posts
- Send invitation email
- Create a playlist on Spotify
- Start making decor (make or buy)
- Have a volunteer meeting
- \_\_\_\_\_
- \_\_\_\_\_

## 2 DAYS PRIOR

- Buy any last minute food
- Gather all supplies
- Check in with Dept. Heads
- \_\_\_\_\_

## DAY BEFORE

- Set up and clean room
- Prepare/make food
- Finish any last minute items
- \_\_\_\_\_
- \_\_\_\_\_

## AFTER

- Have a Post-Event meeting
- Send thank you notes