



EVENT PLANNING GUIDE (EPG)

Sponsoring Host: _____

State Name: _____

Chairperson's Name: _____

Address:

City: _____ State: _____ ZIP: _____

Home Phone: _____ Business Phone: _____

Cell Phone: _____ Email Address: _____

PROPER USE OF THE GUIDE: Good advanced planning and record-keeping will assure success. Use this guide in planning and conducting the event by answering each of the following questions. The form should be used as a cover sheet to the Event Planning Guide (EPG).

PLANNING

1. Give a brief description of the proposed event including specific goals to be accomplished. (i.e. raise money and bring awareness for the ministry)
2. What are the specific manpower assignments? (Show names and duties)
3. What specific materials, supplies and resources are needed to carryout event?
4. Describe the potential problems and solutions to successfully complete this event? (i.e. possible rain with a back up venue)
5. Complete a proposed budget indicating all anticipated income and expenses.



6. List the specific steps to bring this event to a successful completion showing planned dates for each step. (i.e. meetings held for planning, making contact with sponsors/vendors)

EVENT FOLLOWUP - POST EVALUATION

1. What lessons learned/recommendations do you have for a future chairperson?
2. What impact did this event have on your community? Include testimonials by volunteers or participants.
3. Give an estimate of attendance at the event.

Date approved by Ella's Light Board of Directors _____

Date Final Report approved _____