

NATIONAL VOLUNTEER WEEK

April 10 - 16, 2016

Volunteers are the roots of strong communities



Event Planning Template

EVENT NAME: _____

	STATUS	BUDGET	ACTUAL COST	LEAD	DUE DATE
PLANNING					
Determine the event					
Design the event scenario					
Book the venue					
COMMUNICATIONS & PROMOTION					
Banners & posters					
Programs & other hand outs					
PSAs & other advertising					
Media release					
Social media					
GUESTS					
Create guest list					
Design invitations (include RSVP date)					
Deliver invitations (3 weeks prior)					
Design reminder note					
Deliver reminder note (week of event)					
Design thank you cards/emails					
Deliver thank you cards/emails					
AUDIO VISUAL REQUIREMENTS					
Obtain necessary equipment					
Book guest speakers					
Set up monitor/screen/microphone					
Test slideshow/video/audio before event					