

Sertoma Unit Big Event Checklist

ONE MONTH BEFORE EVENT

- Determine Date & Time
- Make marketing materials
 - (Flyers, posters, etc.)
- Begin finding donations
 - Local business
 - Families
 - Etc.
- Begin recruiting special guests
 - General attendees
 - Performers
 - Invite anyone you would like to see at this event
 - Think outside the box

2 WEEKS BEFORE EVENT

- Make schedule with pertinent information
 - See Event Template
- Compile supply request
- Assign staff roles
- Give event information to Unit Director to post on Social Media
- Give event information to Unit Director to share with Board and Constant Contacts

1 WEEK BEFORE EVENT

- Get Supply Request approved by Unit Director
- Shop for items
- Send email with pertinent information to special guests
- Finalize event schedule
- Get event schedule approved by Unit Director
- Share event schedule with staff

TWO DAYS BEFORE EVENT

- Call and confirm special guests
- Call and confirm donations
- Organize all supplies by area
- Test all items
 - Media, microphones, computers, etc.

DAY OF EVENT

- This day should include NO preparation or planning
- This day should be focused on ensuring all is good to go

PLEASE UTILIZE THE UNIT DIRECTOR FOR PLANNING, QUESTIONS, CONCERNS, ETC.

The Unit Director has planned events before and is there to support and guide if necessary.

THIS CHECKLIST IS TO ENSURE AN ORGANIZE, STRUCTURED EVENT

Please remember this is for your own tracking and for organizational purposes.

PLEASE SHARE YOUR PROGRESS WITH THE UNIT DIRECTOR

This ensures proper communication and allows the Unit Director to see your work and understand your process.

REMEMBER THE CLUB'S 3 PROGRAMMING AREAS WHEN PLANNING

Academic Success, Good Character & Citizenship, Healthy Lifestyles

REMEMBER THE CLUB'S 5 KEY ELEMENTS WHEN PLANNING

Safe, Positive Environment, Fun, Supportive Relationships, Opportunities & Expectations, Recognition