

# Sertoma Unit Big Event Checklist

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## 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