Outreach Event Checklist

☐ Event Planning- What is your Vision?
☐ Select Activity and Event Format
☐ Create Supplies List
☐ Research additional costs
☐ Create Budget
☐ Request funding
☐ Enlist volunteers
☐ Contact schools and organizations for collaborations
☐ Reserve space for the event if needed
☐ Purchase supplies, gifts, anything you can buy ahead of time
☐ Make plans for food and place order (catering, lunch, snacks, drinks, etc)
☐ Confirm final event schedule with team and collaborators
☐ Last minute preparations and
☐ Set up the room
☐ Host a successful event!
☐ Write a summary report to submit to department and keep for chapter records
☐ ____________________________
☐ ____________________________
☐ ____________________________
☐ ____________________________