Project Planner

**(Due on December 4, 2017 - Make a copy to customize - File>Make a Copy)**

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| Project Name:  | **Female Hygiene Product Donation Drive** |
| Date:  | **March 9-16** |
| Location(s): | **California Academy of Mathematics and Science** |
| Description:  | The Ladies group organized a week long donation drive with the American Red Cross Organization to collect female hygiene items, later to be turned into care packages for the women at the Women’s Shelter of Long Beach. |
| Purpose: | **To be able to collect donation items so that the team can turn them into care packages for underprivileged women in the community.** |
| Time of Event: | **March 9-16** |
| # of Guests:  | **N/A** |
| Special Guests:  |  |
| Materials Needed for Event: | * **Boxes for donations**
* **Space to hold items**
* **Incentive (gift cards)**
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**3-4 Months Before the Event / Project**

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| **Activity** | **Person Responsible**  | **Due Date** |
| Establish planning group and appoint a lead team member. | Mary | February 2 |
| Hold planning meeting for event goals and details (How often? When? Where?). | We held a meeting every week during February to discuss the process of collecting the items in accordance with the American Red Cross group, and donating it to the Women’s Shelter of Long Beach. | March 5 |
| Establish job [responsibilities](https://docs.google.com/document/d/1hyT37yfQO0DKN3yqVRw71jgDdomJhInDgIuL7Z16nTc/edit) (see example) - consider publicity/social media, speakers, photographer, greeters, runners, etc. | Mary and Ms. Davis |  |
| Determine funding and budget (are these school approved?). | Ms. Davis | March 25 |
| Reserve date on key attendees’ calendars. | N/A |  |
| Reserve event space - follow school protocol for reserving space and getting on school calendar.  | N/A |  |
| Determine date of event and reserve venue. | N/A |  |
| Confirm speakers and speakers’ needs.  | N/A |  |
| Determine guest list - gather contact information (Who are you inviting? How will they be contacted?) | N/A |  |
| Discuss communication and promotion strategy - how will you publicize and let the audience know? | Jeannie and Jenin | March 2 |
| Website: Add an ‘Events’ page on your Weebly site with information about your event. | Nikki and Kaili | May 4 |

**2-3 Months Before the Event / Project**

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| **Activity** | **Person Responsible**  | **Due Date** |
| Create and print or email/post on social the save-the-date, invitations, and related materials (i.e. map, etc). | Marlenne | March 1 |
| Meet with Project Manager and Social Media Manager to discuss promotion. | Mary, Marlenne, Alexis, and Hannah | March 3 |
| Draft program agenda. | Mary | March 8 |
| Determine signage requirements (directional, backdrops, etc.). | N/A |  |
| Determine on-site registration procedures, including ushers/volunteers. | N/A |  |
| Book event with caterer and establish preliminary menu / Determine if food will be served. | N/A |  |
| Contact Transportation for parking assistance at your venue. | N/A |  |
| Contact Campus Police for safety and security assistance. | N/A |  |
| Contact vendors as required for rentals such as: tents, stage, podium, chairs, tables, AV equipment (sound, lighting, projector, computers, etc), flowers, plants, other decorations. | N/A |  |

**4 Weeks Before the Event / Project**

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| **Activity** | **Person Responsible**  | **Due Date** |
| Arrange for photographer and create a shot list | N/A |  |
| Approve final agenda and run of show. | N/A |  |
| Draft script or talking points for speakers.   | N/A |  |
| Work with Project Manager and Social Media Manager on copy for publicity (on your Weebly site and other channels). Tell LA Promise Fund/ Girls Build LA staff about your event! #GirlsBuildLA @lapromisefund | Shua and Alexis |  |
| Meet with vendors on site, follow up on all orders.   | N/A |  |
| Consider site preparation (wifi needs, special cleaning, equipment, and trash removal). Contact the venue staff for assistance. | N/A |  |
| Prepare event signage.  | N/A |  |
| Send electronic invitations. | N/A |  |
| Recruit volunteers to help with setup and clean-up on the day of your event. | N/A |  |

Notes:

**2 Weeks Before the Event / Project**

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| **Activity** | **Person Responsible**  | **Due Date** |
| Review staffing assignments for day of event. This includes volunteers helping with your event. | N/A |  |
| Meet on-site with operational staff such as transportation officials, A/V, Wifi setup, and volunteers to discuss responsibilities. | N/A |  |
| Meet with caterer on site to discuss setup and final menu. | N/A |  |
| Send out attendance update to planning team/key players. | N/A |  |

**1 Week Before The Event / Project**

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| **Activity** | **Person Responsible**  | **Due Date** |
| Review catering order and headcount. | N/A |  |
| Print programs, name badges, seating charts, place cards, signage, etc.   | N/A |  |
| Confirm arrangements with vendors. | N/A |  |
| Create run of show (from set-up to clean-up. | N/A |  |
| Assign 2-3 floaters that will oversee all the different areas of your event and establish communication strategy for the day (texting, walkie talkies, etc.) | N/A |  |

Notes:

**24 Hours Before the Event / Project**

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| **Activity** | **Person Responsible**  | **Due Date** |
| Contact caterer to verify all arrangements. | N/A |  |
| Confirm security requirements.   | N/A |  |
| Ensure tent, chairs, tables, stage, podium are in place.   | N/A |  |
| Send reminder email to your volunteers and guests. | N/A |  |

Notes:

**Day of the Event / Project**

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| **Activity** | **Person Responsible**  | **Due Date** |
| Begin setup at least 2 hours before your event. This includes setup of chairs, tables, podium, food, water, check-in table, signage, etc. | N/A | N/A |
| Arrange printed material, nametags, etc. on registration table and make sure at least one person is there at all times. | N/A |  |
| Check sound and lighting equipment with vendor(s).  | N/A |  |
| Ensure space and hook-ups are available for media. | N/A |  |
| Ensure decorations are in place. | N/A |  |
| Place water at podium. | N/A |  |

Notes:

**1-3 Days After the Event / Project**

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| **Activity** | **Person Responsible**  | **Due Date** |
| Write thank you notes to speakers, volunteers, staff and others as appropriate. | N/A |  |
| Complete written evaluation of the event with suggestions for future events. | Whole team |  |
| Coordinate event story and photographs with Social Media Manager. | Marlenne, Alexis, and Jenin |  |
| Make sure all vendors are paid. | Ms. Davis | March 25 |
| Add images to the website. | Jeannie | May 4th  |
| Write up a description about the event for the website. | Hannah and Jenin | May 1st  |

Notes: