

BROTHER, YOU'RE ON MY MIND

Event Planning Checklist

3 TO 4 MONTHS BEFORE EVENT

- ☐ Decide on event goals
- ☐ Develop budget
- ☐ Select event location
- ☐ Select date and time
- ☐ Contact event sponsors, if needed
- ☐ Identify at least one licensed mental health professional that can be present during event or lead activities during community presentations. This will ensure someone is available to respond to questions.
- ☐ Determine what roles chapter members will play in event planning and whether you will need additional volunteers

2 MONTHS BEFORE EVENT

- ☐ Determine method of registration (online form, email, printed form)
- ☐ Create and carry out plan to promote event
- ☐ Develop flyer, using template included in BYOMM toolkit
- ☐ Share event information on social media
- ☐ Send flyer to event partners
- ☐ Post flyers in community locations, such as churches and rec centers
- ☐ Send event information to local newspapers and blogs so that they can post to calendars

1 MONTH BEFORE EVENT

- ☐ Update BYOMM PowerPoint presentation to fit program needs
- ☐ Brief your contact at event location on audiovisual requirements

1 WEEK BEFORE EVENT

- ☐ Print any handouts that will be distributed at event
- ☐ Send email reminders about event to participants
- ☐ Check in with event partners
- ☐ Remind chapter members of their roles during event

DAY BEFORE EVENT

- ☐ Print participant check-in list if necessary
- ☐ Print signs for event
- ☐ Prepare items needed at event, such as name tags and tablecloths

DAY OF EVENT

- ☐ Pick up refreshments, if serving any
- ☐ Arrive at event location early
- ☐ Set up and test audiovisual equipment

DAY AFTER EVENT

- ☐ Send thank you notes or emails to event partners and sponsors, as well as to event attendees if emails were collected
- ☐ Send pictures and summary of event to community newspapers or national Omega office
- ☐ Plan to debrief at next chapter meeting and discuss event outcomes