

## EVENT Planner

**EVENT** \_\_\_\_\_ **DATES** \_\_\_\_\_ **COORDINATORS** \_\_\_\_\_

Goals of every event/activity:

- Welcome non-members – who & by what date
  - Provide invitations/opportunities to be involved – who & by what date
- Highlight value membership in the League – who & by what date
  - Increase the visibility/profile of LWV – who & by what date
  - Identify and engage new leaders – who & by what date

*Important reminder: We want to be visible all year. But, it may be better to do fewer events and maximize ALL opportunities around them than to do a series of “less intentional” events.*

	Before the event	At the event	After the event
<b>Direct Outreach</b>	<p style="text-align: right;">WHO _____ BY: _____</p>	<p style="text-align: right;">WHO _____ BY: _____</p>	<p style="text-align: right;">WHO _____ BY: _____</p>
<b>Allied Outreach</b>	<p style="text-align: right;">WHO _____ BY: _____</p>	<p style="text-align: right;">WHO _____ BY: _____</p>	<p style="text-align: right;">WHO _____ BY: _____</p>
<b>Media Outreach</b>	<p style="text-align: right;">WHO _____ BY: _____</p>	<p style="text-align: right;">WHO _____ BY: _____</p>	<p style="text-align: right;">WHO _____ BY: _____</p>
<b>Leadership Development</b>	<p style="text-align: right;">WHO _____ BY: _____</p>	<p style="text-align: right;">WHO _____ BY: _____</p>	<p style="text-align: right;">WHO _____ BY: _____</p>

