

DHS EVENT PLANNING TEMPLATE

1. Lock in date for event
2. Place on appropriate calendars: Marc, Dan Onorato (call Donna Beltz (x6507), Karen, cc Terry Lane
3. Photography request – Margaret Stanley (x5917) if event requires Dan Onorato’s presence. Otherwise, DHS digital camera available.
4. Identify necessary DHS/OCR staff – so they can place event on calendars. If consumers to attend, DAL necessary?
5. Order any necessary supplies
6. Develop invitee list if necessary and send out invitations. Develop flyer or notification, if necessary.
7. Request proclamation, if appropriate.
8. Develop media plan with appropriate media announcements: RFC, release, PSA. Follow up with assignment editors close to event date.
9. Develop agenda
10. Develop speaking points, if necessary.
11. Develop signage and sign-in sheet, if necessary. Assemble publications if needed.
12. Run through “to do” list with OCR staff needed for event.
13. If appropriate – send out DHS announcements email to staff and/or providers
14. Day of event:
 - press kits
 - camera
 - take all materials