

Event Planning Checklist

Basic Info

What/Name of Event:

Location, Date(s) & Time(s):

Cost to Attend:

Registration Deadline:

Contact Info:

Sponsored by:

Website/Facebook/Contact for more info:

Event Planning Checklist

Details

- Food and/or drink required:
 - Light Snacks & Beverages
 - Sit Down Meal Provided
 - Bring your own
 - None Required

- Participant Packages:
 - Notebook/Pad & Pen
 - Items from sponsors/local business
 - Promo Items
 - Textbook/worksheets

- Registration:
 - Online: _____
 - Call In: _____
 - Email: _____

- Additional volunteers needed
- Volunteer Contact list & time line
- Waivers
- Photo Release Form

Event Planning Checklist

Budget

Overall Budget:
\$_____

Location Rental: \$_____

Entertainment \$_____

Catering: \$_____

Speaker: \$_____

Advertising: \$_____

Misc: \$_____

Apply for available grants/funding

Northern Lights Recreation Board (Wards 4, 5, 6, 7)

MD #22 South Recreation Board (Wards 1, 2, 3)

Request/Approve Invoice from Vendors/Suppliers

Notes:

Event Planning Checklist

Marketing

Print

- Posters** (Grocery Stores, Community boards, Library, etc)
- Banner Post/Mile Zero** (Thursday week prior)
- Record Gazette**
- County Newsletter** (15th month prior)
- MoveUP Magazine** (Quarterly)

Online

- Explore County of Northern Lights Website**
 - Image size 480 x 300 px
 - Location with address
 - Contact Info
- Explore Facebook Page**
- Facebook Event**
- County Website**
- Travel Alberta Website**

*Contact Trinity Schmidt, Community Services Coordinator for more info/assistance with Explore County of Northern Lights advertising.

Thank You Ad

- Facebook**
- Newspapers**

