Checklist for planning and implementing an Event

Party with A Plan

A Guide to Hosting Events

Investigation and exploration

☐ Select a committee to investigate the possibility of holding an event
☐ Discuss specific goals and objectives for the event
☐ Identify audience/participants
☐ Choose several possible dates
☐ Check library literature for advice
☐ Contact individuals or institutions with similar experience for guidance
☐ If possible, attend a similar event
☐ Identify possible locations and costs
☐ Research menu or food options and costs
☐ Consider needed materials and costs
☐ Draft budget; consider additional expenses including:

> Postage fees
> Speaker/Musician/Entertainer fees
> Decorations/Centerpieces
> Wine and alcoholic beverages
> Parking passes
> Gifts and/or awards

☐ Explore funding and sponsorship options
☐ _____

Solidify buy-in

☐ Create talking points that maximize the benefits for the institution and anyone involved
☐ Obtain support from library administration
☐ If necessary, expand committee from exploration to implementation size and create subcommittees
☐ Select a date for the event
☐ Check calendars and enter selected date

> Speakers/Officials/Administrators
> Your calendar
> Scheduling of possible locations
> Your library's calendar
> Community calendars

☐ Introduce the concept to other library personnel
☐ Share the event with key administrative figures outside of the Library (if possible, talk to administrative assistants that can schedule the event on the key figures' calendars)
☐ _____

Firming up plans

☐ Reserve location
☐ Determine need for map/directions/internet presence
☐ Determine and order food and/or beverages
☐ Identify and order any other needed materials (nametags, flipcharts, etc.)
☐ Ensure that available technology is adequate for your event needs
☐ Schedule time with IT personnel – both to plan the event and to enter the event on the IT calendar for technology help the day of the event
☐ Create any materials to share with invited participants in advance of the event
☐ Fill out all appropriate forms and relevant paperwork
☐ Develop calendar for information/publicity releases
☐ _____

Reinforcing buy-in

☐ Promote the event to other key personnel
☐ Remind library personnel of the event, with additional details
☐ Select staff/outsiders needed for the event
☐ Identify specific duties
☐ Provide relevant training
☐ _____

Details, details, details

☐ Disseminate invitations and/or publicity
☐ Ensure that needed materials are gathered (flipcharts, nametags, markers, pencils, etc.)
☐ Review duties with people who will be part of the event
☐ Create materials that will be distributed at the event
       Educational materials
       Promotional materials
       Evaluation materials
       Follow-up materials
☐ Consider staging a practice session
☐ Confirm location, food, and external participants
☐ Arrange for a photographer
☐ Review on-site signage
☐ Research information needed for introductions
☐ _____

Last minute crunch

☐ Identify someone to help with general last minute "gopher" duties
☐ Set up materials and prepare location for event
☐ Confirm participation of key people
☐ Test AV equipment
☐ _____

Event

☐ ENJOY!
☐ Count your numbers
☐ Distribute and collect evaluations
☐ _____

Follow-up

☐ Thank yous (to attendees, key administrators, and <u>all helpers</u>)
☐ Compile results or evaluations
☐ Review what went well, what did not work
☐ Disseminate results (to library personnel, to attendees, to community) for transparency and publicity
☐ _____

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