

# Event Checklist

Planning is essential to a successful event. Here is a checklist of questions to ask yourself that can help you go from a great idea to a fabulous event.

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- Is the event manageable?
- Will you enjoy planning and organizing the event?
- Do you know what the total cost of the event will be, and how you will cover that cost?
- Have you set a fundraising goal?
- How are you going to cover the cost of the event and still raise money?
- Will you need insurance to cover accidents or bad weather?
- If it's a dangerous event, have you sought professional advice?
- What do you need to insure?
- Do you have to inform the police or local authorities about the event?
- Do you need a license or permit?
- Do you have written permission from Guiding Light Mission?
- Will you need to produce posters, flyers, tickets, etc.?
- Do you have a plan for promoting your event?
- Do you need a photographer?
- Do you need media coverage to make this event successful/help promote this event?
- Do you know how many people will you need to invite?
- Is the event interesting?
- How much will the venue cost?
- Is the location accessible to all (including handicapped accessible)?
- Is there sufficient parking? Do you need someone to help coordinate parking on the day of event?
- Is the venue insured?
- Do you know who your audience is?
- Do you have a day & time selected? What is the best time for this type of event?
- Will it be competing with any other community events or fundraisers?
- How much help will you need from volunteers and Guiding Light Mission staff?
- Do you need to hire equipment?
- Who will recruit & organize volunteers?