

Event Planning Template Fall 2022

Name/Date of Event (TEMPLATE)

Event Duties and Roles:

Committee Members: *staff name, staff name*

Available Staff: *staff name, staff name*

- Host- *staff name*
 - Check in- *staff name*
 - Present and upholder of group norms
 - Shares resources and information about Project SAFE/Teen Clinic
 - Welcome and Close event
 - Announcements (Upcoming events)
- Timekeeper-*staff name*
- Tech Person- *staff name*
 - Laptop
 - Cords
 - Tripod
 - Mic/Speaker
 - DJ equipment
 - Streaming?
- Event Advertisement- *staff name*
 - Schedule and Send out Reminds
 - Assigned a Photographer to *staff name*
 - Event flier?
 - Coordinated social media with Sania
- Sign-in Table- *staff name*
 - Sign-in Sheets
 - Evaluation Sheets with QR
 - Covid Procedures
- Room organization lead- *staff name*
 - Set up
 - Take down
-

Responsibilities and things needed:

- Safety kit needed?
 - Yes
 - No
- Should we offer HIV testing?
 - Yes

- No
- List of Materials Sent to Lauren/Michelle
- Transportation-
 - Bus needed?
 - Train?
 - Ferry?

Timeline and Brainstorm:

Grade Day October 4th

Event Duties and Roles:

Committee Members: *staff name, staff name*

Available Staff: *staff name, staff name*

- Host- *staff name*
 - Check in
 - Present and upholder of group norms
 - Shares resources and information about Project SAFE/Teen Clinic
 - Welcome and Close event
 - Announcements (Upcoming events)
- Timekeeper- *staff name*
- Tech Person- *staff name*
 - Laptop
 - Cords
 - Tripod
 - Mic/Speaker

- DJ equipment
 - Streaming?
- Photographer- *staff name*
 - Facilitating group photo (if necessary)
- Social Media- *staff name*
 - Pre-event Advertisement
 - Social media post made
- Sign-in Table- *staff name*
 - Sign-in Sheets
 - Evaluation Sheets with QR
 - Covid Procedures
- Room organization lead- *staff name*
 - Set up
 - Take down

Responsibilities and things needed:

- Safety kit needed?
 - Yes
 - No
- Should we offer HIV testing?
 - Yes
 - No
- List of Materials Sent to Lauren/Michelle
- Transportation-
 - Bus needed?
 - Train?
 - Ferry?

Timeline and Brainstorm:

MOB Day October 11th

Event Duties and Roles:

Committee Members: *staff name, staff name*

Available Staff: *staff name, staff name*

- Host- *staff name*
 - Check in
 - Present and upholder of group norms
 - Shares resources and information about Project SAFE/Teen Clinic
 - Welcome and Close event
 - Announcements (Upcoming events)
- Timekeeper- *staff name*
- Tech Person- *staff name*
 - Laptop
 - Cords
 - Tripod

- Mic/Speaker
 - DJ equipment
 - Streaming?
- Photographer- *staff name*
 - Facilitating group photo (if necessary)
- Social Media- *staff name*
 - Pre-event Advertisement
 - Social media post made
- Sign-in Table- *staff name*
 - Sign-in Sheets
 - Evaluation Sheets with QR
 - Covid Procedures
- Room organization lead- *staff name*
 - Set up
 - Take down

Responsibilities and things needed:

- Safety kit needed?
 - Yes
 - No
- Should we offer HIV testing?
 - Yes
 - No
- List of Materials Sent to Lauren/Michelle
- Transportation-
 - Bus needed?
 - Train?
 - Ferry?

Timeline and Brainstorm:

Halloween Event October 25th

Event Duties and Roles:

Committee Members: *staff name, staff name*

Available Staff: *staff name, staff name*

- Host- *staff name*
 - Check in
 - Present and upholder of group norms
 - Shares resources and information about Project SAFE/Teen Clinic
 - Welcome and Close event
 - Announcements (Upcoming events)
- Timekeeper- *staff name*
- Tech Person- *staff name*
 - Laptop
 - Cords
 - Tripod
 - Mic/Speaker
 - DJ equipment
 - Streaming?
- Photographer- *staff name*
 - Facilitating group photo (if necessary)

- Social Media- *staff name*
 - Pre-event Advertisement
 - Social media post made
- Sign-in Table- *staff name*
 - Sign-in Sheets
 - Evaluation Sheets with QR
 - Covid Procedures
- Room organization lead- *staff name*
 - Set up
 - Take down

Responsibilities and things needed:

- Safety kit needed?
 - Yes
 - No
- Should we offer HIV testing?
 - Yes
 - No
- List of Materials Sent to Lauren/Michelle
- Transportation-
 - Bus needed?
 - Train?
 - Ferry?

Timeline and Brainstorm:

Theater Day November 8th

Event Duties and Roles:

Committee Members: *staff name, staff name*

Available Staff: *staff name, staff name*

- Host- *staff name*
 - Check in
 - Present and upholder of group norms
 - Shares resources and information about Project SAFE/Teen Clinic
 - Welcome and Close event
 - Announcements (Upcoming events)
- Timekeeper- *staff name*
- Tech Person- *staff name*
 - Laptop
 - Cords
 - Tripod
 - Mic/Speaker
 - DJ equipment
 - Streaming?
- Photographer- *staff name*
 - Facilitating group photo (if necessary)
- Social Media- *staff name*
 - Pre-event Advertisement
 - Social media post made
- Sign-in Table- *staff name*
 - Sign-in Sheets
 - Evaluation Sheets with QR
 - Covid Procedures
- Room organization lead- *staff name*
 - Set up
 - Take down

Responsibilities and things needed:

- Safety kit needed?
 - Yes
 - No
- Should we offer HIV testing?
 - Yes
 - No
- List of Materials Sent to Lauren/Michelle
- Transportation-
 - Bus needed?
 - Train?
 - Ferry?

Timeline and Brainstorm:

Blind Tasting Day November 22nd

Event Duties and Roles:

Committee Members: *staff name, staff name*

Available Staff: *staff name, staff name*

- Host- *staff name*
 - Check in
 - Present and upholder of group norms
 - Shares resources and information about Project SAFE/Teen Clinic
 - Welcome and Close event
 - Announcements (Upcoming events)
- Timekeeper- *staff name*
- Tech Person- *staff name*
 - Laptop
 - Cords
 - Tripod
 - Mic/Speaker
 - DJ equipment
 - Streaming?
- Photographer- *staff name*
 - Facilitating group photo (if necessary)
- Social Media- *staff name*
 - Pre-event Advertisement
 - Social media post made
- Sign-in Table- *staff name*
 - Sign-in Sheets
 - Evaluation Sheets with QR
 - Covid Procedures
- Room organization lead- *staff name*
 - Set up
 - Take down

Responsibilities and things needed:

- Safety kit needed?
 - Yes
 - No
- Should we offer HIV testing?

- Yes
- No
- List of Materials Sent to Lauren/Michelle
- Transportation-
 - Bus needed?
 - Train?
 - Ferry?

Timeline and Brainstorm:

WAD Event December 6th

Event Duties and Roles:

Committee Members: *staff name, staff name*

Available Staff: *staff name, staff name*

- Host- *staff name*
 - Check in
 - Present and upholder of group norms
 - Shares resources and information about Project SAFE/Teen Clinic
 - Welcome and Close event
 - Announcements (Upcoming events)
- Timekeeper- *staff name*
- Tech Person- *staff name*
 - Laptop
 - Cords
 - Tripod
 - Mic/Speaker
 - DJ equipment
 - Streaming?
- Photographer- *staff name*
 - Facilitating group photo (if necessary)
- Social Media- *staff name*
 - Pre-event Advertisement
 - Social media post made
- Sign-in Table- *staff name*
 - Sign-in Sheets
 - Evaluation Sheets with QR
 - Covid Procedures
- Room organization lead- *staff name*
 - Set up
 - Take down

Responsibilities and things needed:

- Safety kit needed?
 - Yes
 - No
- Should we offer HIV testing?
 - Yes
 - No
- List of Materials Sent to Lauren/Michelle
- Transportation-
 - Bus needed?
 - Train?
 - Ferry?

Timeline and Brainstorm:

Ambassador/Social Activism December 21st

Event Duties and Roles:

Committee Members: *staff name, staff name*

Available Staff: *staff name, staff name*

- Host- *staff name*
 - Check in
 - Present and upholder of group norms
 - Shares resources and information about Project SAFE/Teen Clinic
 - Welcome and Close event
 - Announcements (Upcoming events)

- Timekeeper- *staff name*
- Tech Person- *staff name*
 - Laptop
 - Cords
 - Tripod
 - Mic/Speaker
 - DJ equipment
 - Streaming?
- Photographer- *staff name*
 - Facilitating group photo (if necessary)
- Social Media- *staff name*
 - Pre-event Advertisement
 - Social media post made
- Sign-in Table- *staff name*
 - Sign-in Sheets
 - Evaluation Sheets with QR
 - Covid Procedures
- Room organization lead- *staff name*
 - Set up
 - Take down

Responsibilities and things needed:

- Safety kit needed?
 - Yes
 - No
- Should we offer HIV testing?
 - Yes
 - No
- List of Materials Sent to Lauren/Michelle
- Transportation-
 - Bus needed?
 - Train?
 - Ferry?

Timeline and Brainstorm: