

## STEPS TO PLAN A ONE-DAY EVENT

- Involve all club members, to brainstorm ideas appropriate and needed for a one-day event.
- Decide on an event.
- Set agreed upon goals and objectives, and put them in writing.
- Schedule a day. If possible coordinate date for participation in a global effort.
  - See the following websites for more information
    - Lions Clubs International  
[http://www.lionsclubs.org/EN/content/news\\_calendar.shtml](http://www.lionsclubs.org/EN/content/news_calendar.shtml)
    - Points of Light Foundation - Season of Service  
<http://www.pointsoflight.org/programs/seasons/>
- Organize a planning committee
  - Current Lions and consider partner with other community organizations
  - Use pre-produced planning guides to provide committee with ideas and a checklist. Use this websites for generic planning guides.
    - <http://www.pointsoflight.org/downloads/pdf/planOneDayVol.pdf>
- Set a timetable for work to be done before the event
  - Recruiting
  - Safety and security issues
  - Record keeping
  - Food/Water/chairs and the like
  - Other -
- Look for community partners and/or sponsors to help defray expenses.
- Do a dry run of key activities before the event with committee members.
- Create information for media from start and continue up to event, with report on results of work immediately following the event.
- Evaluate the event and plan for next year.

## Steps to Planning a One-Day Event

### Worksheet

1. Gather People: Who needs to be your partner on the event?  
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  2. Decide on an event: What will club members and partner organization volunteers do? (Be specific)  
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  3. What are your goals and objectives? Write them. \_\_\_\_\_  
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  4. Schedule: Work backwards from the date the event is to be held and schedule milestones. You can use months, weeks, or days rather than actual dates.  
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  5. Organize a planning committee: Whom do you need on a planning committee? Why? \_\_\_\_\_  
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6. Set a timetable for work to be done before the event:
    - Recruiting \_\_\_\_\_
    - Safety and security \_\_\_\_\_
    - Record keeping \_\_\_\_\_
    - Food/water/chairs and the like \_\_\_\_\_
    - Other \_\_\_\_\_
  7. Who are your natural partners? Who has money to help with the project?  
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  8. Do a dry run of key activities before the event with committee members  
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  9. Media: When and how will you get them involved? \_\_\_\_\_  
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  10. Evaluate the event and plan for next year: How will you evaluate if this event had all the benefits you hoped for? \_\_\_\_\_  
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