

Wanna create an event? Here's how!

You should give yourself *at least* **8 weeks** in advance to plan out your event, as this checklist follows an 8 week timeline

8 weeks before...

Define the Foundation.

Finalize:

- The ***purpose*** of the event
- The intended ***audience***
- The ***place***, and whether it is ***virtual*** or ***in-person***
- The ***timeframe***, and whether this is a ***one-time meeting*** or a ***reoccurring event***
- If there will be ***food, drinks, swag, speakers, facilitators, etc.***
- What ***materials*** and ***decor*** you will need

- ☐ Make a draft for your event with all of this information included
- ☐ Reach out to staff (Outreach and Events Coordinator) for initial support or questions and invite them to any meetings about the event so they can help you refine your ideas
- ☐ Request your event space ASAP (on campus or community space)

6-7 weeks before...

Secure Logistics and Support

- ☐ Reach out to speakers, partners, etc.
- ☐ Tech and accessibility needs (mics, printed materials, hybrid support)
- ☐ Work out a budget if a department is involved
- ☐ Order food and drinks (if applicable)
- ☐ Creating promotional material such as flyers or social media posts (send drafts to Outreach and Events Coordinator for feedback)



3-4 weeks before...

Start Promotion and Finalize Content

- ☐ Finish final flyer and social media posts
- ☐ Submit details of event to any newsletters or websites
- ☐ Confirm any guest speaker or partner participation
- ☐ Finalize event plan, agenda and timeline
- ☐ Reserve any supplies or materials
- ☐ Begin posting and promoting weekly

1-2 weeks before...

Focus on Preparation and Engagement

- ☐ Send reminder emails to attendees and speakers
- ☐ Gather supplies needed and print materials
- ☐ Finalize room layout if in-person, signage, name tags, pronoun pins, etc.
- ☐ Confirm food and drink deliveries, ensure the correct quantities
- ☐ Create event flow timeline
- ☐ Assign roles to event teammates
- ☐ Finish up intros, talking points, slides, etc.
- ☐ Test tech for zoom events, breakout rooms, etc.

- Day of Event -

Be Present, Flexible and Focused!

- Arrive early to set up
- Check in with any speakers or guests
- Greet attendees as they arrive and orient them to the event and space
- Keep the event flowing using your timeline
- Be ready to troubleshoot if needed
- Have a clean up plan and say thank you
- Take photos if you can!
- Gather feedback

- After the Event -

Reflect and Celebrate!

- Send out “thank you” messages to volunteers and speakers
- Return any supplies borrowed for the event
- Debrief with event team, discuss what went well and possible changes
- Share highlights of event with Outreach and Event Coordinator
- Update resume or portfolio with leadership experience!

Questions?

Contact

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