

## Tips for planning an event

There's a lot to think about when planning an event. Here are some things to consider.

**Why** are you holding this event? If you're clear on the purpose of the event, it makes it easier to set goals, design activities and measure your success afterwards.

**What** are you planning and what do you need to make it work? Keep your goals in mind and try to resist the urge to do too much. You may also need to create a budget or source resources.

**How** will you achieve your goals? Divide up tasks and make it clear who's responsible for what. The workload should be evenly shared and easily achieved. Make sure to check in with each other that no one's struggling.

**Who** do you want to come to your event? Are you designing a small, targeted workshop or a bigger talk that's open to all? This will make a difference in who you invite and how you invite them. If numbers need to be capped, you might want to call for RSVPs. And, if you're serving food and drinks or handing out resources, it's helpful to know approximate numbers ahead of time. Keep in mind to cater for all dietary requirements.

**When** should you hold your event? When picking a date it pays to research what other activities might clash with yours. If you think your audiences will be different go ahead. But if you think people may choose the other event or be conflicted, maybe consider a different date. When deciding on the best time of day, ask yourself if your plan can be completed in form time, at lunchtime or if it would be better suited to after school or an evening. Be sure to build in time for people to get there and settle in. Things usually take longer than we think!

**Where** is the best place to hold your event? If you know how many people are coming and what you have planned, it makes it easier to know how big a space you'll need and what special equipment it has to have. You might want to consider things like accessibility and whether you need to officially book the space.



### **If...? Then...**

We all hope for the best but a little bit of trouble shooting can make all the difference. Try playing the “If...? Then...” game as a squad. For example, if the person presenting gets sick, then the back-up person will present. No back-up person? Now’s the time to designate someone. Another example: If someone gets upset during a workshop, then we’ll call on our support teacher to help. Side note: If you know you’ll be dealing with a sensitive subject, let attendees know ahead of time and have your support teacher nearby, or on call, just in case.

What are some **If...? Then...** examples you can think of for your event?

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### **Post-event debrief questions**

- How do squad members feel the event went?
- What was the best thing?
- What could be improved next time?
- What kind of feedback did you get from attendees?
- Did any ideas for future events come up?
- **Did you achieve your goal?**

**“By setting goals, the group can plan their journey and learn from mistakes if the goal is not reached.”**

**- Ananya, Auckland, YAS ambassador**