## Leadership:

## How to Plan an Event

Going from this:

To this:





"You can have more in Life because you can become more than you are."

-Jim Rohn

Category	Responsibility	Person
Basic	Event Name:	
	Date:	
	Time:	
	Organizer:	
	Goal:	
	Location:	
	Audience:	
	Host/ MC:	
Venue:	Who will reserve the space:	
	Who will open?	
	Who will close?	
	Time for setup:	
	Time for clean up:	
	Bathrooms (Y/N):	
	Place to eat (Y/N):	
	Tables:	
	Chairs:	
	Who will set up:	
	Speaker System (Y/N):	
	Projector (Y/N):	
	Extension Cords (Y/N):	
	Computer (Y/N):	
Food:		
	Hot food (Y/N):	
	Sterno and heater (Y/N):	
	Cold food (Y/N):	
	Refrigerator (Y/N):	
	Desserts (Y/N):	
	Allergy free food (Y/N):	
	Drinks (Y/N):	
	Donation or Reimbursement:	
	Cake (Y/N):	
	Candle and Matches (Y/N):	
	Utensils, plates and cups:	

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Music:		
	Live (Y/N):	
	Donation or Compensate:	
	Solo or Band:	
	Amp, microphone, stand:	
	Projector needed:	
	Lyrics (Y/N):	
	Digital (Y/N):	
	AUX Cable:	
	Clean Music (Y/N):	
Themes		
memes	Games and supplies	
	(Y/N):	
	Ice breakers :	
	Decorations:	
	Game Prep:	
	Handoff to Prep person:	
	Time for game prep:	
	Time for game prep.	
Promotion:		
	Audience:	
	Printed:	
	Online:	
	Text:	
	Email:	
	Call tree:	
	Flyer needed (Y/N):	
	Graphic Artist/ Designer:	
	Contact person	
	Donate or Compensate:	
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Team Roles are various roles that correlate with a specific job that must be accomplished in order to complete a task.

Facilitator – Initiates team discussion and keeps the Team on track

Recorder – records all important information

Time-Keeper – keeps track of time and agenda

Organizer – oversees all areas and is the point person for the event

## Resources:

Jim Rohn, motivational speaker.

Book on Finance: The Richest Man in Babylon by: George S. Clason

Book on Personal Development: The Miracle Morning by: Hal Elrod

Book on the Faith: Rediscover Catholicism by: Matthew Kelly

Book on the Saints: My Life with the Saints by: Fr. James Martin S.J.

Book on Spirituality: The Wounded Healer by Henri J.M. Nouwen

Book on Scripture: The Ignatius Catholic Study Bible: Curtis Mitch

Book on Life: The Alchemist by Paulo Coehlo

Book on Procrastination: Eat that Frog by: Brian Tracy

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