



PHS Training: Date Goal: _____ to be trained in _____ sessions

Planning Checklist (depending on the size of your event some of these items may not be needed. Please refer to your “Want to put on...” document)

COMMITTEE	
<input type="checkbox"/>	Chair :
<input type="checkbox"/>	Marketing:
<input type="checkbox"/>	Venue:
<input type="checkbox"/>	Sponsorships:
<input type="checkbox"/>	Facilitators:
<input type="checkbox"/>	Logistics:
TIMELINE	
<input type="checkbox"/>	Planning Meetings scheduled. Dates:
<input type="checkbox"/>	6 weeks before large event start marketing
<input type="checkbox"/>	2 weeks prior to event date have facilitators in place
<input type="checkbox"/>	2 – 3 weeks prior to event send press release
VENUE: _____	
<input type="checkbox"/>	Screen, AV equipment :
<input type="checkbox"/>	Liability insurance needed:
<input type="checkbox"/>	Liability insurance covered
<input type="checkbox"/>	Sessions: times (____ back up session)
<input type="checkbox"/>	Listed on PHS website
<input type="checkbox"/>	Full donation – any additional costs:
<input type="checkbox"/>	Capacity per session:
LOGISTICS	
<input type="checkbox"/>	Walk through of the facility: DATE
<input type="checkbox"/>	Volunteers on the day of the event? How many?
<input type="checkbox"/>	Parking? FREE?
<input type="checkbox"/>	Signage
<input type="checkbox"/>	Water – (suggested if out outside during the summer)
<input type="checkbox"/>	Manikins – How many are needed? _____ Do we have them?
<input type="checkbox"/>	WIFI Yes or No?
<input type="checkbox"/>	If WIFI is available, was survey link requested? Yes - No

<input type="checkbox"/>	If WIFI is available are computer available? Yes - No How many? _____
<input type="checkbox"/>	If no WIFI – are survey cards printed? Yes – No How many? _____
<input type="checkbox"/>	Pencils for each participant to fill out survey (if not electronic)
<input type="checkbox"/>	Wallet cards for each participant printed?

FACILITATORS

<input type="checkbox"/>	Number needed? (ask for 50% more) registered as of
<input type="checkbox"/>	Eventbrite page posted?
<input type="checkbox"/>	POC letter sent? Date:
<input type="checkbox"/>	Eventbrite link posted on PHS website?
<input type="checkbox"/>	Food for facilitators offered? Donated by:
<input type="checkbox"/>	Facilitator training video obtained for event day
<input type="checkbox"/>	Facilitator registrations as of
<input type="checkbox"/>	Facilitator registrations as of (month later)
<input type="checkbox"/>	Facilitator agenda, briefing and “welcome participants” documents obtained

T-SHIRTS

WORKING WITH _____ . PRICE PER SHIRT \$_____

<input type="checkbox"/>	Logos and sponsor listing received
<input type="checkbox"/>	Order placed. Date:
<input type="checkbox"/>	# needed
<input type="checkbox"/>	Sizes: ___ SM, ___ M, ___ L, ___ XL, ___ XXL
<input type="checkbox"/>	Shipping address:
<input type="checkbox"/>	Total cost:
<input type="checkbox"/>	Paid

MARKETING

<input type="checkbox"/>	PHS Logos received
<input type="checkbox"/>	Flyer created / printed
<input type="checkbox"/>	Community newsletter announcement submitted
<input type="checkbox"/>	Announcements in organizations and schools
<input type="checkbox"/>	Presentations at service clubs (Rotary, Lion’s etc.)
<input type="checkbox"/>	Website postings. Which sites? _____
<input type="checkbox"/>	Social media (Facebook etc.)
<input type="checkbox"/>	Press release
<input type="checkbox"/>	Chamber of Commerce presentation to business leaders

SPONSOR / IN-KIND DONATIONS- NAME/AMOUNT/DATE RECEIVED

