

## HUNTINGTON'S HOPE EVENT-IN-A-BOX REMINDER LIST

**Congratulations on your decision to plan an Event-in-a-Box to raise money for the Huntington's Hope! When planning this event, think about your various audiences and what they need before, during and after the event. Here is an easy-to-follow checklist of activities you might want to consider. Good luck and thank you!**

TASK	RESPONSIBILITY
Initial planning <input type="checkbox"/> select and research the date <input type="checkbox"/> set up committees <input type="checkbox"/> determine the budget <input type="checkbox"/> select a site/confirm availability <input type="checkbox"/> identify details of the event itself	_____ _____ _____ _____ _____
Announcement <input type="checkbox"/> notify fellow students <input type="checkbox"/> design and print posters/fliers <input type="checkbox"/> arrange for distribution	_____ _____ _____
Food and beverage (if appropriate) <input type="checkbox"/> decide on menu <input type="checkbox"/> arrange for caterer/order food <input type="checkbox"/> arrange for plates, silverware, napkins <input type="checkbox"/> arrange for clean-up/garbage cans	_____ _____ _____ _____
Equipment and decorations (if needed) <input type="checkbox"/> rent AV equipment <input type="checkbox"/> rent necessary tables and chairs <input type="checkbox"/> rent podium <input type="checkbox"/> order flowers/balloons	_____ _____ _____ _____
Media relations <input type="checkbox"/> identify spokesperson <input type="checkbox"/> distribute news release <input type="checkbox"/> invite media <input type="checkbox"/> follow-up with media after event <input type="checkbox"/> arrange for photographer <input type="checkbox"/> determine photos needed	_____ _____ _____ _____ _____ _____
Program (if part of event) <input type="checkbox"/> determine agenda <input type="checkbox"/> invite speakers	_____ _____

<input type="checkbox"/> script those willing to be scripted <input type="checkbox"/> arrange focal point for program <input type="checkbox"/> write thank-you notes to speakers	<hr/> <hr/> <hr/>
<b>Signage</b> <input type="checkbox"/> create signage <input type="checkbox"/> place signs on day of event	<hr/> <hr/>
<b>Event wrap-up</b> <input type="checkbox"/> create plan for getting proceeds to Good Samaritan Society-Specialty Care Community. <input type="checkbox"/> issue news release on success of event <input type="checkbox"/> send thank-you's to those who helped organize the event <input type="checkbox"/> make plans to do it again!	<hr/> <hr/> <hr/> <hr/>

**Proceeds from the event should be mailed in the form of a check within two weeks to:**

**Huntington's Hope  
3815 West Broadway  
Robbinsdale, MN 55422  
Attention: Sharon St. Mary (Executive Director)**