



**LANDER
COMMUNITY
FOUNDATION**



Community Coordinator Event Checklist

This checklist is for the event coordinator or a group working together to organize, execute, and follow up after an event. This is an evolving document, and we will make adjustments as necessary.

Thank you for providing an event that continues to strengthen our entire community! We are grateful for your effort.

Planning an event

- What is the objective of the event? All parties included in the event should agree.
 - Is it to engage donors, businesses, sponsors, the public, visitors, etc?
 - Is it to promote a specific organization(s)?
- What is the budget for the event?
 - Who is paying for what, and how?
- Do you need to find a host(s)?
 - If you are co-hosting with another entity (entities) (or you are being hosted?). Be sure to secure a date that works with the group(s) schedule(s) and the needs of the host(s).
- Secure a venue and plan for inclement weather.
- Create invitations (Western Printing appreciates 10 days' notice to print).
- Should you review the invitation with the host(s) when designing?
- Did you have multiple people proofread them?
 - Are you mailing them? How many do you need?
 - Emailing?
 - Handouts, posters, etc.?
 - How many?
 - Where are you hanging these?
 - Who will collect these when the event is over?
 - Who is responsible for this?
 - What is the plan to collect RSVPs (if needed)?
- Do you need permits?
 - Alcohol?
 - Insurance?



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- Street closure (this takes at least 30 days of notice for Lander Police)?
- Secure catering, alcohol, tables, chairs, and other equipment as needed.
- Who will speak at the event? Do you have an outline of the timing of the event?
- What is the subject or program?
 - Do you need a projector, screen, computer, music, sound, or any audio video equipment, etc.?
- Should you have a practice run-through of your program?

Before the event

- Create a guest list.
 - Who adds and edits this? Do you include the multiple entities and the host(s) to review it?
- Mail and or email invitations with a clear protocol for RSVP if needed.
- What is the plan for social media promotion of the event?
 - Who is in charge of this?
- What is the plan for the program?
 - Who is speaking? Do you provide their notes or do they?
 - When during the program will they speak?
 - Are you offering additional information (flyers, posters, brochures, stickers, etc.)?
- Do you want to capture everyone who attended the event? If so, how?
- Are you providing nametags for guests?
 - You may have to buy these outside of Lander unless you print them.
 - Remind staff and board to wear theirs.
- What is the follow-up plan?
 - Who is following up and how (email, written note, Mailchimp, etc.)
 - Create a "thank you for attending" note card or email.
 - Do you need a host gift(s)?
 - Who pays for this?
 - Who decides what this is, designs, orders, and manages to deliver it to the host(s)?
- If you anticipate many attendees, consider contacting the Lander Chamber of Commerce to alert local businesses; local businesses can ensure proper inventory and staffing adjustments to accommodate your event attendees



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- You can request creating welcome bags for your attendees from the Lander Chamber of Commerce

During the event

- Communicate with the caterer, event host, and venue manager when applicable.
- Communicate with the host(s). Offer help when needed.
- Encourage people to mingle! This can be difficult with board members or staff.
- Keep track of the time and the program you intend to deliver at the event.
- Are you collecting donations? Be sure that is happening if so!

After the event

- Clean the venue as needed, dishes, food, etc. Leave it better than how you found it so you can use it again! Take notes on what worked and didn't work on all of the following.
- Collect and enter any donations according to your plan.
- Enter attendees into your database or spreadsheet.
- Do you want to or need to set up a debrief with the host(s) or co-hosting groups?
- Who writes a thank you note to the host(s)?
- Staff in charge debrief with their board or other personnel to ensure all aspects are taken care of post-event.
- How can this be improved?
 - What worked?
 - What did not work?
 - Fix communication gaps.
 - Don't be shy about asking your attendees how it went.
- Plan your next event.