

# Event planning sheet

Use this handout to plan your organization's lupus awareness event.

Task	Done?	Notes and Ideas
Choose a date and time for the event.	<input type="checkbox"/>	
Reserve space on campus.	<input type="checkbox"/>	
Buy art supplies and posterboard for event signs.	<input type="checkbox"/>	
Map out places to chalk/paint around campus.	<input type="checkbox"/>	
Decide on places to post flyers around campus.	<input type="checkbox"/>	
Make event sign and print copies of the <a href="#">Lupus fact sheet</a> .	<input type="checkbox"/>	
Brainstorm fundraising strategies. See <a href="#">Appendix A. Fund your event</a> .	<input type="checkbox"/>	
Submit event descriptions to student announcement listservs.	<input type="checkbox"/>	
Determine the number of volunteers needed.	<input type="checkbox"/>	
Post <a href="#">Event volunteer sign-up sheet(s)</a> .	<input type="checkbox"/>	
Brainstorm social media strategy. See <a href="#">Spread the word</a> .	<input type="checkbox"/>	
Brainstorm event activities. See <a href="#">Host an event</a> .	<input type="checkbox"/>	
Decide if you will evaluate your event. See <a href="#">Appendix B. Measure your event's impact</a> .	<input type="checkbox"/>	