



Event Planning Checklist

'It's More than Awareness'

Introduction to Event Planning

Welcome to the Event Planning Checklist!

Follow each step to ensure nothing is overlooked in the planning process.

Choose a Date & Time

Pick a date that works for you and your potential attendees. Make sure it doesn't clash with major holidays or local events.

Decide on a Theme (Optional but Fun!)

Themes can add a playful touch. Think about what would make your event memorable.

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Pick a Venue (Home, Park, Virtual, etc.)

Decide where the event will take place. It could be your backyard, a local park, or even online!

Plan Activities or Entertainment

What will people do at your event? Games, music, or DIY projects can keep everyone engaged.

Create a Simple Invite

Send out invites through text, email, or social media. Keep it light-hearted and let your personality shine through.



Event Planning Checklist *cont'd*

Arrange Snacks and Drinks

Refreshments are a must! Keep it simple with snacks and drinks that everyone enjoys.

Prepare a Fun Playlist

Music sets the mood. Create a playlist that everyone can groove to.

Gather Supplies (If Needed)

If your event involves DIY projects, make sure you have all the necessary materials ready.

Set Up Decorations (if desired)

Decorate your space to add a festive touch. Balloons, fairy lights, or homemade banners can do wonders.

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Be Ready to Capture Memories

Don't forget a camera or smartphone to snap fun moments.

**Once everything is set up,
take a deep breath and have a blast!**
Your positive energy will set the tone for everyone.



Be heard.