

LifeSmarts OTC Medicine Safety Mentoring Project: Community Event Planning Checklist

Event:		Materials & Supplies:	
Location:			
Date/Time:			
<i>Complete</i>	<i>Task</i>	<i>Person Responsible</i>	<i>Notes</i>
<i>Pre-Event</i>			
	Program/activity plans What are we going to do?		
	Practice event Know the information you want your audience to take away		
	Facility arrangements Where will we be		
	Transportation How will we get there?		
	Handouts prepared		
	Equipment		

	Materials Prizes, treats and other items needed for games		
	Adult Leaders Who are the adults in charge?		
	Promotion & media coverage Communicate the event before and after		
On-site			
	Set up Display & materials		
	Photos Assign an event photographer		
	Clean up Dispose of trash & leave event site as you found it		
Post-Event			
	Thank you notes Thanks those who allowed your event to happen or encouraged you		
	Newspaper article Publicize your leadership and community service		
	Presentation Reports completed Submit one report for each event to LifeSmarts		
	Scholarship Application Apply for a Mentor Scholarship		