



MOCHIP Event Planner

Event name/location: _____

Date to be held: _____

Lodge Coordinator: _____

Co-Sponsor: _____

Checklist:

Upon Approval Notification

___ ___ Devise committees; delegate tasks

___ ___ Download and/or prepare Press Release and Event Flyer from **mochip.org** Web site

___ ___ Event Banner for location (if budget permits)

See Web site for sample (under “request” then “Event Execution Basics”)

2-3 Months Ahead

___ ___ Assemble/address invitations to schools, churches, etc (with personal notes when possible)

___ ___ Mail invitations

___ ___ Distribute flyers/posters

___ ___ Ascertain TV/radio participation

___ ___ Send Press Releases

___ ___ Review needs for signage to the event or about the event

___ ___ All chairpersons to finalize plans

1 Month Ahead

___ ___ Phone follow-up of mailing list

- ___ ___ Place newspaper ads, follow up with news media, on-air announcements
- ___ ___ Confirm staff and volunteers
- ___ ___ Review catering/food needs
- ___ ___ Review “Event Briefing” (in host information) for safety purposes
- ___ ___ Schedule deliveries of special equipment, rentals (tables, chairs, etc)
- ___ ___ Confirm setup and tear down times with event site (2 hours prior to and 1 hour after)
- ___ ___ Meet with chairpersons, key staff to finalize any of the above

1 Week Before

- ___ ___ Meet with all committees for last-minute details
- ___ ___ Finalize event assignments
- ___ ___ Schedule pickup or delivery of any rented or loaned equipment
- ___ ___ Reconfirm event site
- ___ ___ Finalize catering, refreshments
- ___ ___ Confirm number of volunteers
- ___ ___ Make follow-up calls to news media for advance and event coverage
- ___ ___ Distribute additional fliers
- ___ ___ Schedule volunteer assignments for day of event