

# PLANNING AN EVENT

*Planning a successful event isn't just about having a great idea—it's about making sure every detail is in place before the big day. From setting deadlines to assigning roles and preparing for unexpected challenges, good planning keeps things running smoothly. In this lesson, you'll learn how to break down a service event step by step, so nothing gets missed, and your team is ready for anything!*



**Conversation Starter:** What is one of the best events you have ever attended? What made that event successful?

## EVENT PLANNING WORKSHEET

### Introduction and Group Work:

- Explain the sections of the worksheet and why each one is important.
- Discuss what is a milestone and why its important for a service event and why backdating tasks is crucial.
- Divide participants into smaller teams or work as a large group.
- You can Assign different sections of the worksheet to each group or discuss each section as a whole team.
  - Team 1: Plans event milestones.
  - Team 2: Organizes volunteer roles and logistics.
  - Team 3: Creates backup plans and ensures all resources are available.
- Each group should complete the "Who is Doing What?" section, assigning roles to specific individuals.

### FACILITATION TIPS

- For teams that are new to fast decision-making, guide them through an initial round of the game by giving them simple prompts to encourage quick choices.
- Model Decision-Making. Show participants how to make choices confidently, even when not all the information is available.

### Timeline Creation and Presentation

- Outline major milestones and set deadlines for each task.
- Walk through the backdating process to determine when each step must be completed.
- Teams should also consider potential challenges and add backup plans where needed.
- Once the worksheets are complete, each team presents their section of the plan.
- As a group, discuss any areas that need improvement or adjustments

### KEY OBJECTIVES

- Develop a detailed timeline for a service event, including key milestones and deadlines.
- Assign responsibilities and ensure everyone knows their role before the event.
- Understand the importance of preparation, backdating, and adapting to challenges.

### WHAT YOU'LL NEED

- Printed worksheets for everyone on the planning team
- Markers or pens for writing

## REFLECTION

- What did you learn about the importance of planning ahead and assigning clear roles?
- How did backdating help you see the full picture of what needs to be done?
- What is the most important part of planning an event, in your opinion?

## APPLICATION

- Have a discussion about times when last-minute issues arose at events they've attended or organized. How did the event organizers manage those challenges, and what could they have done differently with better planning?
- Dive Deeper Question: Why do some events feel effortless while others feel chaotic? What's the hidden work behind a smooth event that most people never notice?

**KEY TAKEAWAY:** Great events don't just happen—they're built with careful planning, clear roles, and smart preparation. The more effort you put into the details now, the smoother your event will run—and the bigger impact you'll have on the people you're serving.

## CHECK UNDERSTANDING

- Did participants grasp the importance of backdating and setting milestones?
- Were participants able to identify what resources are needed and who will do what?

