

Event Planning Guide



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Event Planning Guide

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Planning an Event Before SAAM Recruiting volunteers — Start reaching out to friends, family, co-workers, acquaintances, neighbors, etc. TIP: Document your event! Designate one volunteer who will be in charge of sharing on social media during the event. Find collaborators on campus or in the community — Reach out to local nonprofits and

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can customize for use for your event. • A Moderator's Guide for leading discussion (even if you are not planning to moderate as the event planner, we suggest you review the Moderator's Guide too). • Additional resource materials for the event planner and moderator. • A Discussion Guide for those attending the event.

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How to Plan an Event: A 10-Step Guide - Capterra

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