

# EVENT PLANNING GUIDE



Fill out the 'Event Details' section below to establish your event plan.

Refer to the *Events to Run* event guides for additional information on event-specific topics such as location selection, staffing, and supplies.

## EVENT DETAILS

**Event Title:** \_\_\_\_\_

**Event:**   ☐ Field Day                      ☐ Fun Run/Walk                      ☐ Food & Fitness Fest  
                 ☐ Track and Field Meet                      ☐ Cross-Country Race                      ☐ Other

**Principal/Program Director has approved event:**                      ☐ Yes   ☐ No

**Event Location:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Event Time Frame:** \_\_\_\_\_

**Event Coordinator Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Goals and expectations for the event:**

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**Target participants and numbers expected:**

☐ Kids \_\_\_\_\_    ☐ School Staff \_\_\_\_\_    ☐ Adults/Community Members \_\_\_\_\_

**Other people helping with event coordination:**

First and Last Name	Title/Position/Role	Contact Info

**Contingency plan in the event of poor weather conditions:**

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**Other considerations:**

Area of Focus	School Will Provide	Need to Secure Resource	Person Responsible
Event Equipment/Supplies			
Event Agenda/Run of Show			
Staff/Volunteers			
Insurance Coverage			
Cleaning of Event Space			
Event Publicity/Outreach			
Permission Slips			
Location/Location Permits			
Snacks/Water			
Access to Restrooms			
Transportation			
Sound System (optional)			
Prizes (optional)			
Registration			