In-Person Event Plan Template

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Event Details and Staffing

Host Committee:
Event Goals:
Target Audiences:

Committee Organizer(s)

Name	Organization	Email	Cell

CSE Co-Organizer

Name	Organization	Email	Cell

Event Name:
Date:
Time:
Registration Link:

Venue:
Address:
Venue Point of Contact:

Name	Organization	Email	Cell

CSE Community Insights Point of Contact

Name	Organization	Email	Cell

Moderator(s)
(A moderator might listen for goals, facilitate the survey/prompts, take notes.)

Name	Organization	Email	Cell

Moderator Facilitator

(A moderator facilitator might recruit and contact moderators, communicate with moderators, set community insights collection goals and time management goals per event, and be the point person for collecting insights post-event and ensuring meeting goals are met.)

Name	Organization	Email	Cell

Volunteer Mentor
(A volunteer mentor might outreach to volunteers, identify necessary roles, and mentor or supervise before, during, and after events.)

Name	Organization	Email	Cell

Volunteer(s)
(A volunteer might verify attendee registration or do on-site registration, be assigned to breakout groups, and take notes in breakout groups.)

Name	Organization	Email	Cell

Spanish Language Interpreter for Event

Name	Organization	Email	Cell

Translation Services for Event Planning and Materials

Name	Organization	Email	Cell

Email to invitees
Link to email point(s) of contact and outreach list
Email body text:
>   Hello! You are invited…

Event Registration Form (Please use this space to plan and draft registration information to be included in registration platforms, e.g., Google Forms, Eventbrite.)
Event Registration Body Text:
- Please join us…
- Name

- City
- Organization or employer
- Other (Registration questions TBD by SRTs and committees)

Eventbrite Registration Form Point of Contact

Name	Organization	Email	Cell

Event Registration Link:

Create a pre-event email or survey?

Participant walk-in policy, if needed:

Agenda

Time	Agenda Item	Speaker

Run of Show

Time	Activity	Assignment
	Set-Up Community Insights Collection	Committee Members: CSE: Moderator(s): Volunteer(s): Catering Point of Contact:

Community Insights Collection

Community Insights Collection Goals
-

Approach
- Community insights collection method: Breakout groups? Survey tools? Focus group?
- Spanish Interpretation and Translation approach, e.g., should slides include the English content with the Spanish translation side by side, or should there be a separate slide deck in Spanish? Will interpretation be simultaneous or consecutive? (*Note:* will need to allot extra meeting time for consecutive interpretation) Does the online meeting platform (e.g., Zoom) include the ability to have a separate interpretation channel?

Activity
-

Supplies and Tools List
-
- Survey/Questions (English)
- Survey/Questions (Spanish)
- Consent/Permission Form (English)
- Consent/Permission Form (Spanish)

Event Supplies

Presentation Slide Deck Link
-

Paper Supplies
- ☐ Name tags
- ☐ Pens
- ☐ Printed agenda
- ☐ Sign holders
- ☐ Printed QR code or info about Thrive Inland SoCal
- ☐ Spanish and English surveys
- ☐ etc.

AV Equipment
- ☐ Laptop
- ☐ Extension Cord
- ☐ Adapter
- ☐ Projector
- ☐ Mics
- ☐ Clicker
- ☐ Wifi password
- ☐

Furniture
- ☐ Tables
  - ☐ # Registration/Check-in tables
  - ☐ # Attendee tables
  - ☐ # Catering tables needed
  - ☐ Table set-up/configuration
  - ☐
- ☐ Chairs
  - ☐ # Speaker chairs
  - ☐ # Attendee chairs
  - ☐ # Registration/Check-in chairs
  - ☐
- ☐ Easel

Gift Card Protocol

Link to Thrive Inland SoCal Gift Card Policy

Process for Distribution:
-

Persons Responsible for Gift Card Disbursement:

Eligibility:

Amount Per Person: $

Link to Signature Survey or Spreadsheet for State

Catering

Thrive Point of Contact/Catering Organizer:

Name	Organization	Email	Cell

Food Vendor and Contact Info:

Vendor	Contact Name	Email	Cell

Previous food vendor? yes/no
Vegan? yes/no
Vegetarian? yes/no
Gluten/allergy free? yes/no
Does the caterer provide vegan, vegetarian, ingredients, or allergen signs? yes/no
If not, Thrive person responsible for printing:

Menu:

Fee:
Contract Link:

Set up time:
Service time:
Tear down time:

On-site needs
- Tables
- Trash cans
-