

# BROTHER, YOU'RE ON MY MIND

## Event Planning Checklist

### 3 TO 4 MONTHS BEFORE EVENT

- Decide on event goals
- Develop budget
- Select event location
- Select date and time
- Contact event sponsors, if needed
- Identify at least one licensed mental health professional that can be present during event or lead activities during community presentations. This will ensure someone is available to respond to questions.
- Determine what roles chapter members will play in event planning and whether you will need additional volunteers

### 2 MONTHS BEFORE EVENT

- Determine method of registration (online form, email, printed form)
- Create and carry out plan to promote event
- Develop flyer, using template included in BYOMM toolkit
- Share event information on social media
- Send flyer to event partners
- Post flyers in community locations, such as churches and rec centers
- Send event information to local newspapers and blogs so that they can post to calendars

### 1 MONTH BEFORE EVENT

- Update BYOMM PowerPoint presentation to fit program needs
- Brief your contact at event location on audiovisual requirements

### 1 WEEK BEFORE EVENT

- Print any handouts that will be distributed at event
- Send email reminders about event to participants
- Check in with event partners
- Remind chapter members of their roles during event

### DAY BEFORE EVENT

- Print participant check-in list if necessary
- Print signs for event
- Prepare items needed at event, such as name tags and tablecloths

### DAY OF EVENT

- Pick up refreshments, if serving any
- Arrive at event location early
- Set up and test audiovisual equipment

### DAY AFTER EVENT

- Send thank you notes or emails to event partners and sponsors, as well as to event attendees if emails were collected
- Send pictures and summary of event to community newspapers or national Omega office
- Plan to debrief at next chapter meeting and discuss event outcomes