

## Event Planning Checklist and Tips

### Pre-Event

- Select an event type
- Secure date, time and venue
- [Register your event with us!](#)
- Make a guest list
- Create [invitations](#) to distribute to your networks via email, social media, hard copy fliers, community calendars and personal outreach (best practice is to send an invitation 4-6 weeks prior to the event)
- Make sure you have considered all of the logistics for a successful event (catering, tech or A/V needs, etc.)
- Send out a reminder email to guests (1-2 weeks prior to the event)
- Send an email to all registered guests with directions, parking information, your phone number and any other pertinent information the day before the event

### Event

- Have a [sign-in sheet](#)
- Print and display any [AJWS handouts, one-pagers and brochures](#)
- Have pledge cards available for people who want to make a donation to AJWS (Request pledge cards by [email](#))
- Encourage your attendees to follow us on social media! You can find all of our social media pages on our [website](#).
- Take photos and videos to document your great work in action

### Post-Event

- Send thank-you letters or emails to everyone who helped make the event a success and to all of your attendees
- Send the RSVP list to AJWS so your guests can be added to our listserv for important updates about our work
- Send the photos and videos you took during the event so we can give you a shout-out on social media