

- **Health & Wellness**

The physical, emotional and mental health of our students is paramount to their success, academic and otherwise. This impact area addresses issues related to trauma, stress, physical health, culture or other areas of health and wellness.

Project/Event Planner

(You can create a copy of this to customize/personalize for your event/project needs)

Go Beyond: [Lesson Plans To Plan an Event](#)

Event Overview

Event Name:	Decorate Your Own Tote Bag
Date:	Feb 22, 2023
Time of Event:	1:00 to 1:34 pm
Location(s):	School Cafeteria
Description:	Students and adults will receive their own tote bag to decorate.
Purpose:	Students and adults will be able to express themselves through decorating their tote bags. This is a form of self-expression. Through art they are able to release their thoughts. The tote bags can be utilized to carry groceries (wellness) or a gym bag (physical health).
# of Anticipated Guests:	100
Special Guests:	None
Materials Needed for Event:	Tote Bags, Fabric Markers, Stencils, Gift Cards
Estimated Cost/Budget:	\$450

3-4 Months Before the Event

Activity	Person Responsible	Due Date
Establish planning group and appoint a lead team member.	Kaylan	Jan 8th
Hold planning meeting for event goals and details (How often? When? Where?).	Celeste	Jan 9th
Determine funding and budget (are these school approved?).	Celeste	Jan 9th
Reserve event space - follow school protocol for reserving space and getting on school calendar.	Coordinator	Jan 21st
Determine date of event and reserve venue.	Everyone	Jan 21st
Determine guest list - gather contact information (Who are you inviting? How will they be contacted?)	Celeste	Feb 14th
Discuss communication and promotion strategy - how will you publicize and let the audience know?	Ezra	Feb 1st
Website: Add an 'Events' page on your Weebly site with information about your event.	Carys	Ongoing

2-3 Months Before the Event

Activity	Person Responsible	Due Date
Create and print or email save-the-date cards, invitations, and related materials (i.e. map, etc).	Ezra	Feb 1st
Contact vendors as required for rentals such as: tents, stage, podium, chairs, tables, AV equipment (sound, lighting, projector, computers, etc), flowers, plants, other decorations.	Coordinator	Feb 14th

4 Weeks Before the Event

Activity	Person Responsible	Due Date
Arrange for a photographer.	Celeste	Feb 14th
Approve the final agenda and run of the show.	Everyone	Feb 14th

Work with Project Manager and Social Media Manager on copy for publicity (on your Weebly site and other channels). Tell LA Promise Fund/ GirlsBuild staff about your event! #GirlsBuild @lapromisefund	Carys	Feb 14th
Send electronic invitations.	Cays	Feb 14th
Recruit volunteers to help with setup and clean-up on the day of your event.	Kaylan	Feb 14th

2 Weeks Before the Event

Activity	Person Responsible	Due Date
Review staffing assignments for the day of the event. This includes volunteers helping with your event.	Coordinator	Feb 21st

1 Week Before The Event

Activity	Person Responsible	Due Date
Assign 2-3 floaters that will oversee all the different areas of your event and establish communication strategy for the day (texting, walkie talkies, etc.)	Kaylan	Feb 17th

24 Hours Before the Event

Activity	Person Responsible	Due Date
Send reminder emails to your volunteers and guests.	Carys	Feb 21st

Day of the Event

Activity	Person Responsible	Due Date
Begin setup at least 2 hours before your event. This includes the setup of chairs, tables, podium, food, water, check-in table, signage, etc.	Everyone	Feb 22nd
Tote Bags	Everyone	Feb 22nd
Pre/Post Survey	Greeters	Feb 22nd

1-3 Days After the Event

Activity	Person Responsible	Due Date
Write thank you notes to speakers, volunteers, staff and others as appropriate.	Everyone	Feb 24th
Complete written evaluation of the event with suggestions for future events.	Everyone	Feb 24th
Coordinate event story and photographs with Social Media Manager.	Celeste	Feb 24th
Make sure all vendors are paid.	Coordinator	Feb 24th
Add images to the website.	Carys	Feb 24th
Write up a description about the event for the website.	Kaylan	Feb 24th