

EVENT Planner

EVENT _____ **DATES** _____ **COORDINATORS** _____

Goals of every event/activity:

- Welcome non-members – who & by what date
- Provide invitations/opportunities to be involved – who & by what date

- Highlight value membership in the League – who & by what date
- Increase the visibility/profile of LWV – who & by what date
- Identify and engage new leaders – who & by what date

Important reminder: We want to be visible all year. But, it may be better to do fewer events and maximize ALL opportunities around them than to do a series of “less intentional” events.

| | Before the event | At the event | After the event |
|-------------------------------|----------------------------|----------------------------|----------------------------|
| Direct Outreach | <p>WHO _____ BY: _____</p> | <p>WHO _____ BY: _____</p> | <p>WHO _____ BY: _____</p> |
| Allied Outreach | <p>WHO _____ BY: _____</p> | <p>WHO _____ BY: _____</p> | <p>WHO _____ BY: _____</p> |
| Media Outreach | <p>WHO _____ BY: _____</p> | <p>WHO _____ BY: _____</p> | <p>WHO _____ BY: _____</p> |
| Leadership Development | <p>WHO _____ BY: _____</p> | <p>WHO _____ BY: _____</p> | <p>WHO _____ BY: _____</p> |

