

Project/Event Planner

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

Event Name:	Girls Build March Women's History Month Assembly
Date:	March 19th, 2025
Location(s):	Parking Lot of School
Description:	An assembly with numerous activities planned related to Women's History Month.
Purpose:	The purpose of this event was to create educational game shows to educate students and faculty, show appreciation towards the women at our school, and overall create a positive atmosphere and showcase what our club is all about.
Time of Event:	12:00pm -12:45pm
# of Guests:	500+
Special Guests:	VIVIED Dance Team CrumbI Club
Materials Needed for Event:	<ul style="list-style-type: none">● Posters● Large candy bags● Table and chairs● Blindfold● Zines● Bouquets of flowers● Paper awards

3-4 Months Before the Event

Activity	Person Responsible	Due Date
Establish a planning group and appoint a lead team member.	Jeba Chowdhury	
Hold planning meetings for event goals and details (How often? When? Where?).	Fridays during lunch	
Establish job responsibilities (see example) - consider publicity, spokesperson, photographer, greeters, runners, etc.	Link: Job Responsibilities	
Determine funding and budget (are these school approved?).	Stacey Mahony	
Reserve event space - follow school protocol for reserving space and getting on school calendar.	Stacey Mahony	03/13/2024
Determine date of event and reserve venue.	Stacey Mahony	03/13/2024
Confirm speakers and speakers' needs.	Stacey Mahony	03/13/2024
Website: Add an 'Events' page on your Weebly site with information about your event.	Jeba Chowdhury	04/03/2024

Notes:

2-3 Months Before the Event

Activity	Person Responsible	Due Date
Meet with the Project Manager and Social Media Manager to discuss publicity.	Scarlett Higgins & Sofie Werner	
Draft program agenda.	All Leaders	

Notes:

4 Weeks Before the Event

Activity	Person Responsible	Due Date
Arrange for photographer.	Leadership Team	
Approve final agenda and run of show.	Leadership Team	
Draft script or talking points for speakers.	Leadership Team	03/10/2024
Work with Project Manager and Social Media Manager on copy for publicity (on your Weebly site and other channels). Tell LA Promise Fund/ Girls Buildstaff about your event! #GirlsBuild @lapromisefund	Jordan Priceman	
Consider site preparation (wifi needs, special cleaning, equipment, and trash removal).	Leadership Team	03/13/2024
Recruit volunteers to help with setup and clean-up on the day of your event.	Girls Build Members	

Notes:

2 Weeks Before the Event

Activity	Person Responsible	Due Date
Review staffing assignments for day of event. This includes volunteers helping with your event.	Leadership Team + Ms. Mahony	03/12/2024
Finish stapling and making the mini-zines	All members	03/03/2024
Finalize program agenda and special guests	Leadership Team	03/12/2024

Notes:

1 Week Before The Event

Activity	Person Responsible	Due Date
Overview program plan + class seating	Leadership Team	03/10/2024
Create run of show (from set-up to clean-up.	Leadership Team	03/10/2024
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.)	Leadership Team	03/13/2024

Notes:

24 Hours Before the Event

Activity	Person Responsible	Due Date
Finalize gameshow posters	Leadership Team	03/12/2024
Review dance performances	Leadership Team	03/12/2024
Have zines ready to hand out	All Members	03/12/2024
Prepare bouquet of flowers + paper of awards	Leadership Team	03/12/2024

Notes:

Day of the Event

Activity	Person Responsible	Due Date
Mic check	Leadership Team	03/13/2024
Check if every class is seated properly	Leadership Team	03/13/2024
Coordinate with other Girls Build members to make sure everything is according to plan	Leadership Team	03/13/2024
Check if dance team is ready to go	Leadership Team	03/13/2024
Have game show posters ready	Leadership Team	03/13/2024
Distribute zines after speaker cue's members	Members	03/13/2024
Have flowers and paper bouquet ready for award ceremony	Leadership Team	03/13/2024

Notes: Event was very successful and students were engaged!

1-3 Days After the Event

Activity	Person Responsible	Due Date
Complete written evaluation of the event with suggestions for future events.	Stacey Mahony	
Coordinate event story and photographs with Social Media Manager.	Sofie Werner & Scarlett Higgins	
Add images to the website.	Jeba Chowdhury	
Write up a description about the event for the website.	Jeba Chowdhury	

Notes: