

Event Planning Worksheet

by Annie Laskey

Think you'd like to throw a party for your local group? Or a fundraiser for CDSS's centennial? Or scholarships for your favorite dance and music camp? Wondering how to get started? Check all that apply and see what you end up with; then create an event that fits your profile.

Find something to celebrate

- Out of town caller/musician/CDSS board member is visiting
- The latest Bare Necessities CD (Volume 35) has just been released
- Friends just got back from camp and want to share their experience
- Other _____

Decide who the event is for

- Close friends
- Entire Community
- Newcomers
- Left-handed people with red hair who morris dance
- CDSS members
- Other _____

Event size

- Small and intimate
- The bigger, the better
- As many people as will fit in my backyard
- Other _____

Type of Activities

- Socializing
- Music and dancing
- A formal presentation of some sort
- Party games
- Other _____

Style

- Very formal, with crystal and roses
- Totally informal, with lots of kids and noise
- Pretty low key
- Other _____

Gauge your time

- Time is no object
- Spare time, are you kidding???
- I've got some time now, but won't have next month
- Other _____

Gauge your strengths

- I'll plan all you want, but don't ask me to shop for anything
- I'll shop all you want, but don't ask me to plan anything
- I do "big picture," don't bother me with details
- Details are my life
- Other _____

Gauge your resources

- Lots of willing hands, no ready money
- Lots of ready money, no willing hands
- A few worker bees and some money to spend
- Other _____

Gauge possible assistance

- Have lots of friends who'll beg to help
- Might be able to prevail on one or two people to listen to ideas
- Am new in town and don't know anyone yet
- Other _____

